

# SOLICITATION FOR OFFERS



Department of Executive Services  
Finance and Business Operations Division  
Procurement and Contract Services Section  
206-684-1681 TTY Relay: 711

DATE ISSUED: **June 29, 2006**

SFO Title: **Acquisition or Lease of Facility to Consolidate King County Elections**

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Requesting Dept./ Div.: **Department of Executive Services, Facilities Management Division – Real Estate Services Section**

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SFO Number: **200-06RLD**

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Due Date: **Tuesday, August 1, 2006 – no later than 2:00 P.M.**

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Buyer: **Roy L. Dodman, [roy.dodman@metrokc.gov](mailto:roy.dodman@metrokc.gov), (206) 263-4266**

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Pre-Offer Conference:

A conference to discuss questions related to this SFO shall be held at **3:00 p.m. on July 12, 2006**, in the Lydia Conference Room, 2<sup>nd</sup> Floor, King County Administration Building, 500 Fourth Avenue, Seattle, WA 98104.

Sealed Proposals are hereby solicited and will **ONLY** be received by

**King County Procurement Services Section  
Exchange Building, 8<sup>th</sup> Floor  
821 Second Avenue  
Seattle, WA 98104-1598**

Office Hours - 8:00 a.m. - 5:00 p.m.  
Monday - Friday

**PROPOSERS MUST COMPLETE AND SIGN THE FORM BELOW (TYPE OR PRINT)**

Company Name

Address

City/State/Zip Code

Signature

Authorized Representative / Title

E-mail

Phone

Fax

This Request for Proposals will be provided in alternative formats such as Braille, large print, audio cassette or computer disk for individuals with disabilities upon request.

If you received or downloaded this document in .pdf format, an MS Word copy may be obtained by contacting the buyer listed above. This MS Word document will be transmitted by e-mail.

Offers are hereby solicited from building owners and owner representatives, real estate brokers and agents, and developers for the delivery to King County of an approximately 82,000 square foot facility that will allow the consolidation of King County Elections and will serve Election needs for the next 20 years. The County is interested in either purchasing or leasing space in a well-built new or well-maintained existing facility containing office, warehouse/distribution space, and vehicular parking in accordance with the requirements set forth in Exhibit A of this document. Purchase is preferred over lease. These Offers shall be provided to the Real Estate Services Section of the King County Department of Executive Services in accordance with the following and attached instructions, requirements, and specifications.

Offers: Sealed Offers will be received only at the office of the King County Procurement Services Section at 821 Second Avenue, 8<sup>th</sup> Floor, Seattle, Washington, 98104, no later than 2 p.m. on the date noted above. King County requires the Offeror to sign and return *this entire Solicitation for Offers (SFO) document*. The Offeror shall provide *one unbound original* and *ten (10) copies* of the offer response, data or attachments offered, for *eleven (11) items* total. The original in both cases shall be noted or stamped "Original".

Pre-Offer Conference: A conference to discuss questions related to this SFO shall be held at 3:00 p.m. on Wednesday, July 12, 2006, in the Lydia Conference Room, 2<sup>nd</sup> floor of the King County Administration Building, 500 Fourth Avenue, Seattle, WA 98104. See this link for driving instructions:

<http://www.metrokc.gov/procurement/contact/findus.aspx>

Questions: After the Pre-Offer Conference, Offerors will be required to submit any further questions in writing prior to the close of business Monday, July 17, 2006, in order for staff to prepare any response required to be answered by Addendum. Questions are best received and most quickly responded to when sent via e-mail directly to the following King County procurement personnel: *Primary* - Roy L. Dodman, Senior Buyer [rov.dodman@metrokc.gov](mailto:rov.dodman@metrokc.gov)/ *Secondary*- Cathy M. Betts, Buyer [cathv.betts@metrokc.gov](mailto:cathv.betts@metrokc.gov). Questions may also be sent via fax or mail to the address above. Questions may be referred by King County procurement personnel to Bob Thompson and Kate Donley of King County's Real Estate Services Section.

## **SECTION I – GENERAL INFORMATION**

- A. King County is an Equal Opportunity Employer and does not discriminate against individuals or firms because of their race, color, creed, marital status, religion, age, sex, national origin, sexual orientation, or the presence of any mental, physical or sensory handicap in an otherwise qualified handicapped person.
- B. No disclosure of Offers made to King County will be made by the Offerors to others prior to public disclosure by King County regarding the SFO, the Offer or any subsequent awards without written approval by King County. For this SFO all Offers received and shortlisted by King County shall remain valid for one hundred eighty (120) days from the date of submittal. All Offers received in response to this SFO will be retained.
- C. Offers shall be prepared simply and economically, providing a straightforward and concise but complete and detailed description of the Offerors abilities to meet the requirements of this SFO. Fancy bindings, colored displays and promotional materials are not desired. Emphasis shall be on completeness of content.
- D. King County reserves the right to terminate this SFO process at any time, to reject any or all Offers received, and to reject any Offer deemed not responsive to its needs.
- E. In the event it becomes necessary to revise any part of this SFO, addenda shall be created and posted at the King County Procurement web site. Addenda will also be conveyed to those potential Offerors providing an accurate e-mail address. If desired, a hard copy of any addenda may be provided upon request.
- F. King County is not liable for any cost incurred by the Offeror prior to executing a purchase and sale agreement or a lease agreement. All costs incurred in the preparation of an Offer and participation in this SFO process shall be borne by the Offeror.

- G. This SFO process is intended to identify qualified building owners and owner representatives, real estate brokers and agents, and developers who wish to make Offers to King County of a facility which will allow the consolidation of King County Elections and will serve Election's needs for the next 20 years. A comprehensive definition of Project scope and parameters is identified by King County in Exhibit A of this SFO. This definition includes facility requirements and technical performance specifications.
- H. News releases pertaining to this SFO, the services, or the project to which it relates, shall not be made without prior approval by, and then only in coordination with, the King County Department of Executive Services.
- I. King County Code 4.16.025 prohibits the acceptance of any bid, proposal or submittal after the time and date specified on the Solicitation for Offers. There shall be no exceptions to this requirement.
- J. King County agency staff, other than the individuals identified in this SFO, is prohibited from speaking with potential Offerors about the project during the solicitation.
- K. Please direct all questions to:
- |  |    |  |
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| Roy L. Dodman / Senior Buyer<br>(206) 263-4266<br><a href="mailto:roy.dodman@metrokc.gov">roy.dodman@metrokc.gov</a> | or | Cathy M. Betts / Buyer<br>(206) 263-4267<br><a href="mailto:cathy.betts@metrokc.gov">cathy.betts@metrokc.gov</a> |
|--|----|--|
- L. Questions may be referred by King County procurement personnel to Bob Thompson or Kate Donley of the County's Real Estate Services Section, and to a consultant or consultants to be retained by King County to assist it in the procurement process. Contact information for such a consultant or consultants will be provided to those potential Offerors identified by King County in accordance with subsection "K" below.
- M. NOTE: Documents and other information is available in alternate formats for individuals with disabilities upon advance request by calling Mary Lou Allwine at 206-296-4210 or TTY711.
- N. Electronic Commerce and Correspondence. King County is committed to reducing costs and facilitating quicker communication to the community by using electronic means to convey information. As such, most Invitations to Bid, Requests for Proposal, Requests for Qualifications, and Solicitation for Offers as well as related exhibits, appendices, and issued addenda can be found on the King County Internet Web Site, located at <http://www.metrokc.gov/procurement>. Please refer to the "RFPs, RFQs & ITBs / New / Goods and Services" portion of the site (note: some documents or portions thereof may not be posted on the site. Please note any special messages regarding a particular solicitation). This information is posted at the Web Site as a *convenience* to the public, and is not intended to replace the King County process of formally requesting submittal documents and providing the County with contact information for the potential Offeror. Each Offeror bears the responsibility to confirm the completeness and accuracy of all documents pertaining to a given solicitation, including the receipt of all issued addenda.
- O. If an Offeror downloads a document from the Web Site and does not contact the Procurement Office to obtain a hard copy, the Offeror *must* use the "Feedback" (Envelope) button at the bottom of the Web page to convey the Offerors company name, contact name, mailing address, and phone/fax number to the County. Please note which document/documents were downloaded.
- P. After Offers have been opened in public, the County will post a listing of the Offerors submitting Offers at the King County Internet site. Please refer to the "RFPs, RFQs & ITBs / Awarded / Goods and Services" portion of the site for a listing, as well as a notification of a final determination.

- Q. Unless otherwise requested, letters and other transmittals pertaining to this SFO will be issued to the e-mail address noted in our files, and after submittal, noted on the first page of this document. If other personnel should be contacted via e-mail in the evaluation of this submittal, or to be notified of evaluation results, please complete the information in the table below.

Contact Name	Title	Phone	E-mail address

- R. Washington State Public Disclosure Act (RCW 42.17) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemption contained in the Act, or are otherwise privileged.
- S. Offers submitted under this SFO shall be considered public documents and except where a permitted exemption applies will be available for inspection and copying by the public. Please note that if an interested party requests copies of submitted documents, a standard King County copying charge must be received prior to processing the copies.
- T. If an Offeror considers any portion of his/her offer to be protected under the law, the Offeror shall clearly identify on the page(s) affected such words as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET." The Offeror shall also use the descriptions above in the following table to identify the effected page number(s) and location(s) of any material to be considered as confidential (attach additional sheets as necessary). If a request is made for disclosure of such portion, the County will determine whether the material should be made available under the law. If the material is not exempt from public disclosure law, the County will notify the Offeror of the request and allow the Offeror ten (10) days to take whatever action it deems necessary to protect its interests. If the Offeror fails or neglects to take such action within said period, the County will release the portion of the Offer deemed subject to disclosure. By submitting offers, the Offeror assents to the procedure outlined in this paragraph and shall have no claim against the County on account of actions taken under such procedure.

Type of Exemption	Beginning Page / Location	Ending Page / Location

- U. The information in this SFO has been prepared with care but errors are always a possibility. Therefore, it is each Offerors responsibility to perform its own review and due diligence of the facts and assumptions that are identified in this SFO.
- V. Offerors are urged to use recycled/recyclable products and both sides of paper for printed and photocopied materials, whenever practicable, in preparing responses to this SFO.
- W. Submittal Identification Label: Please see the Offeror Identification Label on the last page of this document.

## **SECTION II - PROJECT PURPOSE AND BACKGROUND MATERIALS & BOILERPLATE DOCUMENTS**

### **PART A - PROJECT PURPOSE** - *Consolidation of King County Elections Facilities.*

This Solicitation for Offers (SFO) is for the delivery to King County of an approximately 82,000 square foot facility that will allow the consolidation of King County Elections operations and will serve Election operational needs for the next 20 years. The County is interested in either purchasing or leasing space in a well-built new, or well-maintained existing facility containing office, warehouse/distribution space, and vehicle parking in accordance with the requirements set forth in Exhibit A of this SFO. Purchase is preferred over lease. In the event of a purchase (or an equivalent lease-to-own), the County will consider alternative financing programs such as IRS Section 63-20 lease with option to purchase.

The space offered shall allow efficient layout of the planned Election functions--including ballot processing--similar to light manufacturing distribution or packaging/delivery service, warehouse, and general office space.

The facility must be highly functional, efficient, secure, safe, incorporate quality building systems and materials, and be energy efficient. This facility will be highly visible and must include exemplary site, landscape and building design, and integrate well into the neighborhood and community. The facility must be compatible with existing, surrounding land uses.

The site offered must be located to the north of the King County Regional Justice Center (Kent) and to the south of the King County northern boundary line; within 2 miles of access to Interstate 5, Interstate 90, and other major arterials in the vicinity of the site such as Highways 99, 518, 405, 509, and 167.

The preferred occupancy date for purchase or lease of an existing building is June 2007; the latest acceptable occupancy date for a ground-up development without Master Use Permit approval is June 2009.

### **PART B - BACKGROUND MATERIALS AND BOILERPLATE DOCUMENTS AVAILABLE FROM KING COUNTY**

The following materials and documents are available for review. If you are interested in a copy of any of the documents listed below, please contact the King County staff contacts listed on page 3 of this SFO, preferably by e-mail. The King County staff member will indicate what your cost would be and when the documents would be available for pick up at the Real Estate Services office located in the King County Administration Building, Room 500, 5th Floor, 500 4<sup>th</sup> Avenue, Seattle, WA 98104. A copying charge must be received upon delivery of the photocopies (\$0.15 per page for 8 1/2" by 11" copies, and \$1.18 per page for 36" by 48" copies of drawings). A set of documents will be available in the Procurement & Contract Services Section offices for "Review Only." If you would like to review the documents, please contact the listed King County staff contacts.

- Motion 12099
- Ordinance 15246
- Report by The King County Independent Task Force on Elections, July 27, 2005
- The Independent Management Audit, October 3, 2005
- The Citizen's Election Oversight Committee Report, March 2006
- King County Real Estate Purchase and Sale Agreement Boilerplate. (Available as photocopy.) King County reserves the right to modify such Boilerplate Agreement at any time.
- King County Lease Agreement Boilerplate. (Available as photocopy.) King County reserves the right to modify such Boilerplate Agreement at any time.

## **SECTION III - OFFER SELECTION PROCESS AND SCHEDULE**

This SFO outlines the information necessary to understand the selection process and the documentation required for submitting Offers.

After reviewing this SFO and attending the Pre-Offer Conference, any prospective Offeror that determines it

has the necessary expertise and experience to successfully provide King County with a facility complying with the specifications and requirements presented in Exhibit A of this SFO, shall apply for consideration by submitting an Offer and cover letter.

Those parties submitting an Offer and cover letter shall be referred to as "Offerors."

In addition to one (1) signed original of this SFO document, each Offeror shall submit one (1) signed original cover letter and one (1) unbound original Offer. Further, each Offeror shall submit ten (10) copies of both its cover letter and Offer. The cover letter shall not exceed two (2) pages and shall contain information not requested in the SFO but that the Offeror deems important. Each copy of the Offer shall include the name and address of the Offeror. Following receipt of Offers and cover letters, and at the County's sole discretion, the County reserves the right to request additional information.

An Evaluation Committee ("Committee") will evaluate each Offer. Each Offeror may be requested to make an oral presentation to the Evaluation Committee as part of the selection process. The Committee will review and evaluate Offers using the evaluation criteria set forth in this SFO. The Offers will be ranked by the Committee.

Offers shall be submitted according to the criteria established in this SFO. Offers that fail to be submitted in accordance with the procedures and specified requirements herein may be considered "non-responsive" and may be subject to rejection by the County. Offerors are discouraged from submitting lengthy Offers. All costs incurred in the preparation of your Offer, as well as the costs resulting from on-going participation in this SFO process, shall be borne by the Offeror. The County shall not reimburse Offerors for such costs under any condition.

No Offer shall be accepted after 2:00 p.m., Tuesday, August 1, 2006. There shall be no exceptions to this requirement.

Within 30 calendar days of the due date for Offers, the Evaluation Committee shall review all Offers received based on the evaluation criteria set forth in this SFO and prepare and rank a shortlist of Offers that, in the opinion of the Evaluation Committee, best satisfy these evaluation criteria. In considering the Offers for inclusion on the shortlist, the Evaluation Committee may elect to include the highest ranked Offers among each of the four categories identified in this Section, may elect to include only the highest ranked Offers within one or more such categories, or may elect to use combination of these approaches. Upon completion of due diligence by the Evaluation Committee, the Executive shall make recommendation to the Council for authorization to proceed with agreement negotiation (purchase and sale agreement or lease agreement).

If agreement negotiations are not successful with the top ranked Offeror on the shortlist, negotiations may be initiated with the second ranked Offeror and then to each subsequent Offeror until the project is canceled or a purchase and sale agreement or lease agreement acceptable to King County is executed.

Those Offerors making the shortlist shall be promptly so notified by King County. The top two ranked Offers shall remain valid for one hundred twenty (120) days from the date of Offer and shall be secured by King County with a "to be negotiated" non-refundable deposit. For the period the Offer remains valid, the Offeror shall not withdraw its Offer from the County or offer the property to a third party. Upon successful negotiation of the purchase and sale agreement or lease agreement, the successful Offeror's non-refundable deposit shall be applied to the purchase price or lease price.

Those Offerors whose Offers are below the top two ranked Offers shall be promptly notified by King County that they may elect to allow their Offers to remain valid but that they are released from further obligation under this SFO.

King County reserves the right to terminate this SFO process at any time, to reject any or all Offers received, and to reject any Offer deemed not responsive to its needs.

## **PART A - OFFER EVALUATION**

The criteria presented below will be used in evaluating Offers for the approximately 82,000 square foot facility. The evaluation criteria are divided into three categories: "Significant Factors", "SFO Evaluation Criteria", and "Economic Value to King County". To assist in evaluation, Offerors shall include all of the

information requested for "Significant Factors" and "SFO Evaluation Criteria" in a clear, comprehensive and concise manner. "Economic Value to King County" is an economic analysis that will be prepared by King County.

Offerors shall clearly identify whether their Offer is: a) sale "as is", b) sale with complete Facility Program requirements, c) lease "as is", or d) lease with tenant improvements. A total of 190 points are possible for "as is" sale; a total of 190 points are possible for sale with complete Facility Program requirements; a total of 190 points are possible for "as is" lease, and a total of 190 points are possible for lease with tenant improvements.

The County will proceed to negotiate with the entity submitting an Offer that, in the County's sole determination, best serves the County's interests. In making this determination, the County may select the Offer with the highest overall score or may select the Offer with the highest score within a single category even if that Offer does not have the highest overall score.

## 1. Significant Factors (To determine responsibility of the Offeror).

### a. Sale with Complete Facility Program Requirements or Lease with Tenant Improvements.

- i. Evidence of the financial strength and stability of the Offeror and Offerors financiers, if any, to obtain the necessary site, construct a new building or renovate an existing structure for Elections uses. Include net worth and/or other measurement of financial strength.
  - ii. Evidence of past experience with large, highly visible, complex, and politically sensitive construction development projects and statement of ability to address competing needs of stakeholders (governmental agencies, the private sector, and community groups). Identify the individuals who led each of the projects listed.
  - iii. Evidence of past experience with planning, design, construction, and/or delivery to a public agency of a facility or tenant improvements, depending on which is most relevant to the form of Offer, of similar complexity and design as the project described in this SFO. This includes successful experience obtaining all necessary permits.
- b. For a period inclusive of the most recent ten (10) years, include a list identifying instances of civil disputes that have resulted in arbitration or litigation. If the dispute has been arbitrated, identify the cause of action, the arbitrator that handled the case (including address and telephone number), and the resolution. For disputes that have proceeded to litigation, identify each instance that a lawsuit has been filed; the court of jurisdiction; the cause of action; the filing number; and the resolution, including settlements, compromises, and judgments. This information shall include instances where the Offeror was plaintiff or defendant. This information shall be required for the Offeror/developer, including predecessors in interest and affiliated legal entities formed for purposes of real estate development.

## 2. SFO Evaluation Criteria

### a. Price for building and land. *Up to 40 points possible.*

- i. Sale "As Is": Purchase price offered.
- ii. Sale with Complete Facility Program Requirements: Purchase price offered. (May include financing lease-to-purchase.)
- iii. Lease "As Is" (no tenant improvements): Lease price offered for 20-year term; with option for an additional 10-year term--rent to be negotiated at then current market rate. Initial annual triple net rental rate, and annual triple net rental rate adjustments for the first day of the 6<sup>th</sup> year, first day of the 11<sup>th</sup> year, and first day of the 16<sup>th</sup> year.
- iv. Lease With Tenant Improvements: Lease price offered for 20-year term; with option for an additional 10-year term--rent to be negotiated at then current market rate. Base, initial annual triple net rental rate and base, annual triple net rental rate adjustments for the first day of the 6<sup>th</sup> year, first day of the 11<sup>th</sup> year, and first day of the 16<sup>th</sup> year. Please identify the proposed incremental rental rate increase for each \$100,000 of tenant improvements.

- b. Compliance with the Facility Program requirements described in Exhibit A of this SFO and integration of the Exhibit A, Section 1 requirements with the Exhibit A, Section 9 requirements. *Up to 80 points possible.*
- c. No less than three or more than five references reflecting the Offeror's ability to perform the commitments required by the form of Offer presented, whether it is a a) sale "as is", b) sale with complete Facility Program requirements, c) lease "as is", or d) lease with tenant improvements, with specific attention given to the ability of the Offeror as relevant to complete a sale, manage a long term lease, and/or to develop the property, adhere to development commitments, provide quality capital construction projects, meet development schedules, and work successfully with the regulatory and development requirements of King County, City of Seattle or other local jurisdictions. Include name, title, phone number, mailing address and email address. *Up to 10 points possible.*
- d. Bonus Points: If King County determines that the offered facility would satisfy other King County space needs--space needs in addition to those described in this SFO--*up to 20 bonus points shall be awarded.*

### 3. Economic Value to King County

The economic value to King County will be based on a thorough review as follows: *Up to 40 points possible.*

- a. Comparison to facility attributes described in Exhibit A of this SFO;
- b. Comparison to current market equivalents;
- c. Assessment of life-cycle operating costs and practical management requirements of the facility and its location; and
- d. Determination of residual equity value to the County, if any.
- e. Other relevant factors.

### 4. Oral Presentation and Interview

The Evaluation Committee may conduct interviews with the shortlisted Offerors. There will be zero (0) points awarded for the interview; however, the responses will be used to verify scoring from the written evaluation.


## PART B - SCHEDULE

Issue Solicitation for Offers .....	June 29, 2006
Pre-Offer Conference.....	July 12, 2006 at 3:00 p.m.
Final Questions Deadline.....	July 17, 2006
Due Date for Offers.....	August 1, 2006
Oral Interviews, if necessary.....	Optional, To be Announced
Tentative Selection of Offeror .....	To be Announced
Execution of Purchase & Sale Agreement or Lease Agreement .....	To be Announced

## SECTION IV – PROPOSAL CHECKLIST

- A. One (1) signed copy of entire SFO package.
- B. One (1) signed copy of any Addendum that are issued. (If it has signature box at bottom of first page, it must be returned.)
- C. One (1) unbound copy of Submittal response marked "Original."
- D. Ten (10) copies of the Offer response.
- E. Complete the Submittal Identification Label below (or reasonable facsimile) and attach it to a prominent place on the exterior of the submission envelope, box, etc.



<b>URGENT – SEALED SUBMITTAL ENCLOSED</b>	
<b>Do Not Delay – Deliver Immediately</b>	
	King County Procurement & Contract Services Section Exchange Building, 8 <sup>th</sup> Floor 821 2nd Ave, EXC-FI-0862 Seattle, WA 98104-1598
<b>King County</b>	
<b>Bid No.</b>	<b>200-06RLD</b>
<b>Bid Title</b>	<b>Acquisition or Lease of Facility to Consolidate King County Elections</b>
<b>Due Date</b>	
<b>Vendor</b>	

**EXHIBIT A**  
**KING COUNTY ELECTIONS – FACILITY PROGRAM**  
**June 7, 2006**

**1.0 SUMMARY**

**1.1 AMOUNT AND TYPE OF SPACE**

- A. The King County Department of Executive Services (County) requests qualified Offerors to provide a facility which will allow the consolidation of King County Elections operations and will serve these needs for the next 20 years. The County is seeking a building(s) containing approximately 65,000 rentable square feet (rsf) of office and 17,000 rentable square feet of warehouse/distribution space for a total of approximately 82,000 rentable square feet.
- B. The Offer shall: 1) be for space located in a quality building of sound and substantial construction as described in this Facility Program, 2) allow for efficient layout for the planned County Elections functions, including layout for ballot processing similar to light manufacturing distribution or packaging/delivery service, warehouse, and general office space, 3) provide at least the minimum square footage required, and 4) be in compliance with all of the County's minimum requirements set forth herein.
- C. To demonstrate potential for efficient layout, the Offeror may be requested to provide a test fit layout at the Offeror's expense. The County will advise the Offeror if the test fit layout demonstrates that the County's requirement cannot be accommodated within the space offered. The Offeror will have the option of increasing the ANSI/BOMA Office Area square footage offered.
- D. Unless otherwise noted, all references in this Facility Program to square foot areas, shall be measured in accordance with ANSI/BOMA recommended standards.

**1.2 LOCATION FOR CONSIDERATION**

The site offered must be located to the north of the King County Regional Justice Center (Kent) and to the south of the King County northern boundary line; within 2 miles of access to Interstate 5, Interstate 90, and other major arterials such as Highways 99, 518, 405, 509, and 167.

Should the proposed site location significantly vary from the acceptable location, the square footage requirement may need to be increased for added warehouse and distribution capacity.

**1.3 PARKING REQUIREMENTS**

**A. Minimum**

Offers shall include the following minimum parking requirements:

- 1. (Preferred) a minimum of on-site parking for 225 vehicles, or
- 2. (Alternative) on-site parking for a fewer number of vehicles with off-site parking in the immediate vicinity of the site (1-2 blocks) for a combined total parking of 225 vehicles, and
- 3. In addition to 1 and 2 above, additional on-site secure parking as defined in section 1.4.

While the county is not obligated to provide free parking for its employees nevertheless adequate access to additional parking and site access is required due to cyclical increases in elections staff. King County elections occur six times per year. These peak periods occur over several weeks prior to and immediately following an election. Four months of each year creates a 'peak access demand' of 525 persons. Six months of each year creates a 'peak access demand' of 225 persons.

**B. Mitigation Plan**

Offers shall also include a parking/site access mitigation plan illustrating how the Offer will address 'peak access demand' of 525 persons by utilizing a combination of one or more of the following:

1. Access to additional nearby off-site parking meeting Elections 'peak access demand', and/or
2. Access to transit service to downtown Seattle at a maximum 30 minute intervals between 6:00 a.m. and 12:00 a.m. within 1/4 mile of the facility.
3. Access to light rail or transit station service within 1/4 mile of the facility.
4. Other parking or site access mitigation such as shuttle service to meet peak 'peak access demand'.

Adequacy of parking /access plans will be evaluated on a site by site basis.

#### **1.4 UNIQUE FACILITY REQUIREMENTS**

In addition to other requirements and specifications contained in this document, the facility must contain the following unique requirements.

##### **A. Site and Location**

1. Viable proximity to I-Net cable infrastructure or broad band data service. I-Net locations can be found at the following location: <http://www.metrokc.gov/dias/its/i-net/tech.htm>. Additional information is available upon request.
2. The site shall have perimeter security fencing and minimal 'security risk areas' to allow for a simple surveillance design.
3. The facility shall not be located in any area where the risk of natural disasters pose significant threats to the facility and its contents. It shall be located to ensure a high degree of safety from such occurrences as fire and flood.
4. The site shall be located in a low 'security risk' neighborhood, as defined by KC Sheriff's office.
5. The site shall be located within the coverage area of a fire station and near a regularly patrolled police route.
6. The site shall include secured parking for County vehicles including 2 - 24' class B vans, 15 - 1 ton vans and 12 passenger vehicles.
7. Vehicular access to loading bay doors must be available during peak delivery periods including after normal business hours and not be blocked by parked vehicles or other obstructions.

##### **B. Administration, Operations and Mail Ballot Processing**

1. Readily adaptable HVAC and Power infrastructure.
2. Capability to power up 80% of electrical and lighting systems with portable generators. 20% of power grid shall be supported by permanent generators for 3 days.
3. The facility must be structurally sound, including structural live load capacity to meet the intended occupancy.
4. The building shall not contain substantial concentrations of hazardous materials, including but not limited to Asbestos, Lead or PCBs. Offerors shall include costs to abate haz-mat prior to acceptance.
5. 65,000 rsf of open office to accommodate Division Administration, including a minimum of 37,000 rsf of contiguous space for Mail Ballot processing functions. All space shall contain a minimum of columns, shafts, mechanical and core elements or other encumbrances to space planning.
6. The Mail Ballot processing space must have direct, secure, access to a dedicated loading dock. The loading dock must provide a minimum of two weather-protected loading bays and

- include at least one adjustable dock leveler to accommodate different truck bed heights, and one ground level bay door adjacent loading dock.
7. If building configuration dictates the Mail Ballot processing space is not entirely at ground level or on multiple levels, Provide 2-4500# elevators with 60" wide doors for transfer of palletized materials.
  8. Minimum of 50 fc lighting at work surfaces.
  9. Efficient HVAC system, providing office occupancy ventilation.
  10. It shall have code compliant fire and life safety systems in good working order with external audible alarm and off-site monitoring.
  11. Power for 370 computer work stations and 10 printers plus an additional 80 computer type devices.
  12. Additional power for other small industrial equipment including high speed envelope openers, envelope insertion machines, battery chargers, forklift chargers.
  13. 1600 rsf with 16 foot high ceilings, or an equivalent volume in a larger floor area, to allow for pallet shelving for ballot storage, with open floor plan, and room for forklift to maneuver. This area shall support loads of 125 PSF for the storage of Elections records.
  14. Code compliant Toilet facilities on processing level for 425 occupants.
  15. Areas shall be well-ventilated and shall not be subject to rapid and extreme fluctuations of temperature and humidity (more than  $\pm 400$  or 40% within 24 hours).
  16. It shall be free of vermin and other pests.

**C. Election Distribution Center (Poll distribution)**

1. 17,000 sq ft of open warehouse with 16 foot high ceiling, or an equivalent volume in a larger floor area, to allow pallet shelving for ballot storage sufficient to accommodate a county-wide vote-by-mail election (VBM) and storage and staging of election equipment and supplies.
2. The facility must be structurally sound, including structural live load capacity to meet the intended occupancy.
3. If part of the structure is used for purposes other than elections, a 2 hour fire wall shall separate the EDC from any area which might present a hazard to Election operations.
4. Vehicle drive-in space separate from parking areas to allow easy Van ingress/egress for depot activities, supply and equipment distribution.
5. Vehicle queuing area for 30 poll vehicles and one-way drop off zone. This requirement may be combined with other site requirements if no loss of functionality occurs.
6. Open floor plan, with room for forklift to maneuver.
7. Dedicated loading dock providing a minimum of two weather-protected loading bays and including one adjustable dock leveler to accommodate different truck bed heights, and one ground level bay door adjacent loading dock. This requirement may be co-located with other Ballot processing loading requirements if no loss of functionality occurs.
8. Efficient, low operating cost HVAC system.
9. It shall be free of vermin and other pests.
10. It shall have code compliant fire and life safety systems in good working order with external audible alarm and off-site monitoring.

11. Storage areas shall not be subject to flooding or moisture or mildew, nor exposed to water or steam pipes subject to leaking, nor adjacent to furnaces or boilers unless separated by a three-hour fire separation wall.

## 1.5 BUILDING SHELL REQUIREMENTS

A. The Offeror's build-out obligations in providing a building shell shall include the following:

1. Base structure and building enclosure components shall be complete. All common areas accessible by the County, such as lobbies, fire egress corridors and stairwells, elevators, garages, and services areas, shall be complete. Restrooms shall be complete and operational. All newly installed building shell components, including but not limited to, heating, ventilation, and air conditioning (HVAC), electrical, ceilings, sprinklers, etc., shall be furnished, installed, and coordinated with Tenant Improvements.
2. *Accessibility Requirements.* Accessibility to persons with disabilities shall be required throughout all areas accessible to County tenants in accordance with IBC chapter 11 and Washington Administrative Code 51-50. Installations shall be coordinated with Tenant Improvements. Refer to the "Accessibility" paragraph in Section 3.9 of this Facility Program.
3. *Ceilings.* Where a suspended ceiling is required, a complete acoustical ceiling system (which includes grid and lay-in tiles) in accordance with the "Ceilings" paragraph in Section 5.7 of this Facility Program, shall be provided. The acoustical ceiling system shall be furnished, installed, and coordinated with Tenant Improvements.
4. *Doors.* Exterior building doors and doors necessary to the lobbies, common areas, and core areas shall be required. This does not include suite entry or interior doors specific to Tenant Improvements. Related hardware shall be installed in accordance with the "Doors: Hardware" paragraph and the "Doors: Exterior" paragraph in Section 5 of this Facility Program.
5. *Partitions.* Permanent and perimeter slab-to-slab partitions (including all columns) finished with paint and base shall be required in accordance with the "Partitions: General" paragraph and the "Partitions: Permanent" paragraph in Section 5 of this Facility Program.
6. *Flooring.* All building common areas shall have finished floors in accordance with the "Floor Covering and Perimeters" paragraph in Section 5.18 of this Facility Program.
7. *Plumbing.* The Offeror shall include cost of plumbing in common areas, such as for toilet rooms and janitor closets as part of the building shell cost. Hot and cold water risers and domestic waste and vent risers, installed and ready for connections that are required for Tenant Improvements, shall be included in the shell rent.
8. *HVAC.* Central HVAC systems shall be installed and operational, including, as appropriate, main and branch lines, VAV boxes, dampers, flex ducts, and diffusers, for an open office layout, including all building common areas. Conditioned air through medium pressure duct work at a rate of .75 cubic feet per minute per ANSI/BOMA Office Area square foot shall be provided. All areas shall be well ventilated and not subject to rapid and extreme fluctuations of temperature and humidity (i.e. more than +/-40 degrees or 40% within 25 hrs. At least 80 percent of useful life remaining .)
9. *Electrical.* Electrical power distribution panels and circuit breakers shall be available in an electrical closet, with capacity at 277/480 volt (V) and 120/208 V, 3-phase, 4-wire system providing 8 watts (W) per ANSI/BOMA Office Area square foot.
10. *Lighting.* Parabolic type fluorescent lighting fixtures (or other building standard fixtures) shall be installed for an open office plan at the rate of 1 fixture per 96 ANSI/BOMA Office Area square feet. Lighting as necessary shall be provided in all building common areas in accordance with the "Lighting: Interior and Parking" paragraph in the MECHANICAL, ELECTRICAL, PLUMBING section of this Facility Program.

11. *Safety and Environmental Management.* Complete safety and environmental management shall be provided throughout the building in accordance with federal, state, and local codes and laws including, but not limited to, such items as fire detection and alarms, emergency building power for life safety systems, etc., and shall be in accordance with both the ADAAG and the UFAS. Where sprinklers are required in the County-demised area, sprinkler mains and distribution piping in a “protection” layout (open plan) with heads turned down with an escutcheon or trim plate shall be provided.
12. *Telephone Rooms.* Building telecommunication rooms on each floor shall be completed, operational, and ready for Tenant Improvements. The telephone closets shall include a telephone backboard.
13. All of the above improvements are described in more detail hereinafter in this Facility Program.

## **1.6 COMPLETE FACILITY PROGRAM REQUIREMENTS/TENANT IMPROVEMENTS**

- A. Offers including ‘Complete Facility Program Requirements’ or ‘Tenant Improvements’ are expected to accommodate the unique facility requirements in section 1.4 and programmatic requirements in section 9.0. All construction requirements not specified as Tenant Improvement shall be considered building shell requirements.
- B. Offers should disclose all profit, fees, administrative costs, and markup rates associated with owner installed improvements.
- C. Refer to Sections 3, 5 and 6 for further definition of tenant improvements.

## **1.7 SEISMIC SAFETY FOR NEW CONSTRUCTION**

- A. If an Offeror proposes to satisfy the requirements of this Facility Program through the construction of a new building or the construction of an addition to an existing building, then such new building or addition shall fully meet seismic safety standards, as described in subparagraphs B and C.
- B. For those buildings or additions to buildings described in subparagraph A, the Offeror shall provide a written certification from a licensed structural engineer that the building(s) conforms to the seismic standards for new construction of the current (as of the date of this Facility Program) edition of the ICC, International Buildings Code Amendments and local authorities.
- C. All design and engineering documents, including structural engineering calculations, shall be made available for review by the County during design development to ensure compliance with seismic safety standards.

## **1.8 PREFERRED FACILITY ATTRIBUTES**

This section outlines preferred facility program attributes.

1. Preference for purchase over straight lease.
2. Preference for availability of parking and/or ability to provide optimal parking/access plan demonstrating how respondent will address peak election demand for access to the site.
3. Preference for ready access to transit service to downtown Seattle and access to “park and ride” lots and Transit centers.
4. Preference for early delivery of completed facility.
5. Preference for a site location will allow the peak traffic drive time to be limited to 15 minutes to each of the following locations:
  - a. US postal service Terminal station 2420 4th Ave South, Seattle.
  - b. US postal service Processing and Distribution 10700 27<sup>th</sup> Ave South, Seattle.
  - c. US postal service Bulk Mail Entry unit, 2454 Occidental Ave South, Seattle.

- d. PSI group 8030 216<sup>th</sup> St, Kent.
- e. King County Administration bldg 500 4<sup>th</sup> Ave. Seattle.
- 6. Preference for minimal distance to existing 'I-Net' data infrastructure.
- 7. Preference for low 'security risk' location and adjacent property uses.
- 8. Preference for readily adaptable building construction systems, affording low cost alteration i.e. partitions, accessible electrical, reserve HVAC capacity, adaptable data terminations and distribution.
- 9. Preference for 37,000 rsf open contiguous ballot processing space with a minimum of columns, shafts, mechanical and core elements or other encumbrances to space planning.
- 10. Preference for an existing HVAC zone, dedicated to data equipment operation.
- 11. Preference for distribution vehicle, depot drop off functionality per space program.
- 12. Preference for ease of building access for transportation of mail ballots from loading areas to ballot processing space.
- 13. Preference for a minimum of hazardous materials within the building or site.

## **2.0 GENERAL ARCHITECTURE**

### **2.1 QUALITY AND APPEARANCE OF BUILDING EXTERIOR**

The space offered shall be located in a office building with a facade of stone, marble, brick, stainless steel, aluminum, or other permanent materials in good condition acceptable to the Project Representative. If not in a new office building, the space offered shall be in a building that has undergone, or will complete by occupancy, first class restoration or adaptive reuse for office space with modern conveniences. If the restoration work is underway or proposed, then architectural plans acceptable to the Project Representative shall be submitted as part of the offer. The building shall be compatible with its surroundings. Overall, the building shall project a professional and aesthetically-pleasing appearance including an attractive front and entrance way. The building shall have energy-efficient windows or glass areas consistent with the structural integrity of the building, unless not appropriate for intended use. The facade, downspouts, roof trim, and window casing shall be clean and in good condition.

### **2.2 CONSTRUCTION WASTE MANAGEMENT**

- A. Recycling construction waste means providing all services necessary to furnish construction materials or wastes to organizations which will employ these materials or wastes in the production of new materials. Recycling includes required labor and equipment necessary to separate individual materials from the assemblies of which they form a part.
- B. The Offeror shall submit to the County an Offer to dispose of or recycle construction waste. Where the small quantity of material, the extraordinarily complex nature of the waste disposal method, or prohibitive expense for recycling would represent a genuine hardship, the County may permit alternative means of disposal. This requirement shall also apply to subsequent alterations.
- C. If any waste materials encountered during the demolition or construction phase are found to contain lead, asbestos, polychlorinated biphenyls (PCB's) (such as fluorescent lamp ballasts), or other harmful substances, they shall be handled and removed in accordance with federal and state laws and requirements concerning hazardous waste.
- D. In addition to providing "one-time" removal and recycling of large-scale demolition items such as carpeting or drywall, the Offeror shall provide continuous facilities for the recycling of incidental construction waste during the initial construction.

## **2.3 EXISTING FIT-OUT, SALVAGED, OR RE-USED BUILDING MATERIAL**

- A. Items and materials existing in the offered space, or to be removed from the offered space during the demolition phase, are eligible for reuse in the construction phase of the project. The reuse of items and materials is preferable to recycling them; however, items considered for reuse shall be in refurbishable condition and shall meet the quality standards set forth by the County in this Facility Program. In the absence of definitive quality standards, the Offeror shall ensure that the quality of the item(s) in question shall meet or exceed accepted industry or trade standards for first quality commercial grade applications.
- B. The Offeror shall submit a reuse plan to the Project Representative. The Offeror's Tenant Improvement costs shall not include existing fixtures and other Tenant Improvements accepted in place. However, the County will reimburse the Offeror, the costs to repair or improve such fixtures or improvements identified on the reuse plan and approved by the Project Representative.

## **2.4 INDOOR AIR QUALITY DURING CONSTRUCTION**

- A. The Offeror shall provide to the County material safety data sheets (MSDS) upon request for the following products prior to their installation or use: adhesives, caulking, sealants, insulating materials, fireproofing or firestopping materials, paints, carpets, floor and wall patching or leveling materials, lubricants, clear finish for wood surfaces, and janitorial cleaning products.
- B. The County may eliminate from consideration products with significant quantities of toxic, flammable, corrosive, or carcinogenic material and products with potential for harmful chemical emissions. Materials used often or in large quantities will receive the greatest amount of review.
- C. All MSDS shall comply with Occupational Safety and Health Administration (OSHA) requirements. The Offeror and its agents shall comply with all recommended measures in the MSDS to protect the health and safety of personnel.
- D. To the greatest extent possible, the Offeror shall sequence the installation of finish materials so that materials that are high emitters of volatile organic compounds (VOC) are installed and allowed to cure before installing interior finish materials, especially soft materials that are woven, fibrous, or porous in nature, that may adsorb contaminants and release them over time.
- E. Where demolition or construction work occurs adjacent to occupied space, the Offeror shall erect appropriate barriers (noise, dust, odor, etc.) and take necessary steps to minimize interference with the occupants. This includes maintaining acceptable temperature, humidity, and ventilation in the occupied areas during window removal, window replacement, or similar types of work.
- F. A final flush-out period of 48 hours to 72 hours shall be provided before occupancy. The Offeror shall ventilate with 100 percent outside air at the recommended air change rate during installation of materials and finishes. Refer to the latest edition of American Society of Heating, Refrigerating, and Air Conditioning Engineers, Inc. ANSI/(ASHRAE) Standard 62, *Ventilation for Acceptable Indoor Air Quality*. If outside air would cause unacceptable inside temperature levels, humidity levels, and/or air quality, an alternate ventilation plan may be submitted to the Project Representative for approval.

## **2.5 WORK PERFORMANCE**

All work in performance of this agreement shall be done by skilled workers or mechanics and shall be acceptable to the County. The County retains the right to reject the Offeror's workers 1) if such are unlicensed, unskilled, or otherwise incompetent, or 2) if such have demonstrated a history of either untimely or otherwise unacceptable performance in connection with work carried out in conjunction with either this agreement or other County or private agreements and contracts.

## **2.6 BUILDING SYSTEMS**

Whenever requested, the Offeror shall furnish at no cost to the County, a report by a registered professional engineer(s) showing that the building and its systems as designed and constructed will satisfy the requirements of this agreement.



## 2.7 FLOORS AND FLOOR LOAD

All adjoining floor areas shall be 1) of a common level not varying more than 1/4 inch over a 10-foot, 0-inch horizontal run in accordance with the American Concrete Institute standards, 2) non-slip, and 3) acceptable to the Project Representative. Under floor surfaces shall be smooth and level. Office areas shall have a minimum live load capacity of 50 pounds per ANSI/BOMA Office Area square foot plus 20 pounds per ANSI/BOMA Office Area square foot for moveable partitions. Storage areas shall have a minimum live load capacity of 125 pounds per ANSI/BOMA Office Area square foot including moveable partitions. A report showing the floor load capacity, at no cost to the County, by a registered professional engineer may be required. Calculations and structural drawings may also be required.

## 2.8 EXITS AND ACCESS

Vestibules shall be provided at public entrances and exits wherever weather conditions and heat loss are important factors for consideration. In the event of negative air pressure conditions, provisions shall be made for equalizing air pressure.

## 2.9 ACCESSIBILITY

A. Accessibility to persons with disabilities shall be required throughout all areas accessible to County tenants in accordance with IBC chapter 11, Washington Administrative Code 51-50 and Washington Administrative Code 51-12. Where standards conflict, the more stringent shall apply.

B. FULL COMPLIANCE:

"Fully meets" as used herein with regard to the accessibility requirements means the offer fully complies with both the IBC chapter 11 and Washington Administrative Code 51-50, including but not limited to: Parking and Passenger Loading Zones, Accessible Route, Entrance and Egress, Ramps, Stairs, Handrails, Doors, Elevators, Telephones, Controls, Signage, Alarms, Drinking Fountains, Storage Facilities, Seating and Workstations, Assembly Areas, and Toilet Rooms. Where standards conflict, the more stringent shall apply.

C. LESS THAN SUBSTANTIAL COMPLIANCE:

In accordance with both the IBC and WAC, if no offer is received which either fully or substantially meets the accessibility requirements of new construction, consideration will be given only to offers which meet the following minimum requirements:

1. At least one accessible 'route of travel' shall be provided from an accessible transit stop and parking spaces to the County space and to all other required accessible areas. At least one interior means of vertical access shall be provided. Elevators shall have Controls and Signage in compliance with statutes.
2. Where parking is provided, then accessible spaces shall be included.
3. Accessible toilet rooms shall be provided as follows:
  - a. Where more than one toilet room for each sex is provided on a floor on which the County uses space, at least one toilet room for each sex on that floor shall be accessible.
  - b. Where only one toilet room for each sex is provided on a floor on which the County uses space, either one unisex toilet room or one toilet room for each sex on that floor shall be accessible.
  - c. Where only one toilet room is provided in a building where the County uses space, one unisex toilet room shall be accessible.
4. No offers will be considered that do not meet the minimum requirements outlined above.

## 2.10 SEISMIC SAFETY

- A. All offers received in response to this Facility Program will be evaluated to determine whether the offers fully meet National Institute of Standards and Technology (NIST) NISTIR 5382, Interagency Committee on Seismic Safety in Construction (ICSSC) RP 4, *Standards of Seismic Safety for Existing Federally Owned or Leased Buildings*, as modified below.
- B. “Fully meets” as used herein with regard to the seismic safety requirements means that the Offeror has provided a written certification (example available for the Project Representative) from a licensed structural engineer certifying that both the building design and construction are in full compliance with the life-safety performance level of NISTIR 5382, ICSSC RP 4, *Standards of Seismic Safety for Existing Federally Owned or Leased Buildings*, **AS MODIFIED HEREIN**:
  - a. FEMA-178, *NEHRP Handbook for the Seismic Evaluation of Existing Buildings*, shall be replaced with FEMA-310, *Handbook for the Seismic Evaluation of Buildings: A Prestandard*.
  - b. Section 1.3.1, Post-Benchmark Buildings (Table 1: Advisory Benchmark Years) shall be replaced with the table 3-1 below.
  - c. FEMA-310, *Handbook for the Seismic Evaluation of Buildings: A Prestandard*, can be obtained by calling the Federal Emergency Management Agency (FEMA) Distribution Center at (800) 480-2520.
  - d. NISTIR 5382, ICSSC RP 4, *Standards of Seismic Safety for Existing Federally Owned or Leased Buildings*, can be obtained from the Building and Fire Research Laboratory, National Institute of Standards and Technology, Gaithersburg, MD 20899.

<b>BENCHMARK BUILDINGS (Table 3-1 of FEMA-310)</b>			
<b>BUILDING TYPE<sup>1</sup></b>	<b>Model Building Seismic Design Provisions</b>		
	<b>BOCA<sup>1s</sup></b>	<b>SBCCI<sup>1s</sup></b>	<b>UBC<sup>1s</sup></b>
Wood Frame, Wood Shear Panels (Type W1 and W2) <sup>2</sup>	1992	1993	1976
Wood Frame, Wood Shear Panels (Type W1A)	1992	1993	1976
Steel Moment Resisting Frame (Type S1 and S1A)	**	**	1994 <sup>4</sup>
Steel Braced Frame (Type S2 and S2A)	1992	1993	1988
Light Metal Frame (Type S3)	*	*	*
Steel Frame w/Concrete Shear Walls (Type S4)	1992	1993	1976
Reinforced Concrete Moment Resisting Frame (Type C1) <sup>3</sup>	1992	1993	1976
Reinforced Concrete Shear Walls (Type C2 and C2A)	1992	1993	1976
Steel Frame with URM Infill (Type S5 and S5A)	*	*	*
Concrete Frame with URM Infill (Type C3 and C3A)	*	*	*
Tilt-up Concrete (Type PC1 and PC1A)	*	*	1997
Precast Concrete (Type PC2 and PC2A)	*	*	*
Reinforced Masonry (Type RM1)	*	*	1997
Reinforced Masonry (Type RM2)	1992	1993	1976
Unreinforced Masonry (Type URM) <sup>5</sup>	*	*	1991 <sup>6</sup>
Unreinforced Masonry (Type URMA)	*	*	*

<sup>1</sup> Building Type refers to one of the Common Building Types defined in Table 2-2 of FEMA-310.

<sup>2</sup> Buildings on hillside sites shall not be considered Benchmark Buildings.

<sup>3</sup> Flat Slab Buildings shall not be considered Benchmark Buildings.

<sup>4</sup> Steel Moment-Resisting Frames shall comply with Section 2213.7.1.2 of the Uniform Building Code.

<sup>5</sup> URM buildings evaluated using the ABK Methodology (ABK, 1984) may be considered Benchmark Buildings.

<sup>6</sup> Refers to the UBCB Section of the UBC.

<sup>1s</sup> Only buildings designed and constructed or evaluated in accordance with FEMA-310 and being evaluated to the Life-Safety Performance level may be considered Benchmark Buildings.

\* No Benchmark year; building shall be evaluated using FEMA-310.

\*\* Local provisions shall be compared with the UBC.

BOCA Building Officials and Code Administrators, *National Building Code*.

SBCCI Southern Building Code Congress International, *Standard Building Code*.  
UBC International Conference of Building Officials, *Uniform Building Code*.

### **3.0 NOT USED**

### **4.0 NOT USED**

## **5.0 ARCHITECTURAL FINISHES**

### **5.1 GREEN BUILDING ORDINANCE**

- A. The Offer shall, in so far as is cost effective, adhere to King County Ordinance 15118, section 3. This policy states King County departments shall utilize LEED criteria to implement green building practices in the planning, design and construction of all new capital improvement projects. Furthermore Departments shall seek the highest LEED certification level achievable that is cost-effective based on life cycle cost analysis and the limits of available funding. The County prefers that this facility attain LEED silver certification and registration through the U.S. Green Building Council.

### **5.2 ENVIRONMENTALLY PREFERABLE BUILDING PRODUCTS AND MATERIALS**

- A. The Offer shall use environmentally preferable products and materials where economically feasible. Environmentally preferable products have a lesser or reduced effect on human health and the environment when compared to other products and services that serve the same purpose. King County supports and will implement the King County Recycled Product Procurement Policy, K.C.C. Chapter 10.16.
- B. Refer to EPA's environmentally preferable products web site, [www.epa.gov/opptintr/epp](http://www.epa.gov/opptintr/epp). In general, environmentally preferable products and materials do one or more of the following:
1. Contain recycled material, are biobased, or have other positive environmental attributes;
  2. Minimize the consumption of resources, energy, or water;
  3. Prevent the creation of solid waste, air pollution, or water pollution; and
  4. Promote the use of non-toxic substances and avoid toxic materials or processes.

### **5.3 Not Used**

### **5.4 Not Used**

### **5.5 ADHESIVES AND SEALANTS**

All adhesives employed on this project (including, but not limited to, adhesives for carpet, carpet tile, plastic laminate, wall coverings, adhesives for wood, or sealants) shall be those with the lowest possible VOC content below 20 grams per liter and which meet the requirements of the manufacturer of the products adhered or involved. The Offeror shall use adhesives and sealants with no formaldehyde or heavy metals.

### **5.6 INSULATION: THERMAL, ACOUSTIC, AND HVAC**

- A. All insulation products shall contain recovered materials as required by EPA's CPG and related recycled content recommendations.
- B. No insulation installed with this project shall be material manufactured using chlorofluorocarbons (CFC's), nor shall CFC's be used in the installation of the product.
- C. All insulation containing fibrous materials exposed to air flow shall be rated for that exposure or shall be encapsulated.
- D. Insulating properties for all materials shall meet or exceed applicable industry standards. Polystyrene products shall meet American Society for Testing and Materials (ASTM) C578-91.

## 5.7 CEILINGS

An 'open ceiling' interior design will be considered when clearances and lighting requirements of this section are provided.

- A. Ceilings shall be at least nine feet, zero inches and no more than 12 feet, 0 inches measured from floor to the lowest obstruction. Areas with raised flooring shall maintain these ceiling height limitations above the finished raised flooring. Bulkheads and hanging or surface-mounted light fixtures which impede traffic ways shall be avoided. Ceilings shall be uniform in color and appearance throughout the County's space, with no obvious damage to tiles or grid.
- B. Over office areas ceilings shall have a minimum noise reduction coefficient (NRC) of 0.60 throughout the County-demised area.
- C. Prior to closing the ceiling, the Offeror shall coordinate with the County for the installation of any items above the ceiling.
- D. Should the ceiling be installed in the County-demised area prior to the Tenant Improvements, then the Offeror shall be responsible for all costs in regard to the disassembly, storage during alterations, and subsequent re-assembly of any of the ceiling components which may be required to complete the Tenant Improvements. The Offeror shall also bear the risk for any damage to the ceiling or any components thereof during the alterations.
- E. Where ceilings are provided, they shall be a flat plane in each room and shall be suspended with ample light fixtures and finished as follows unless an alternate equivalent is pre-approved by the Project Representative:
  - 1. *Restrooms.* Plaster or pointed and taped gypsum board.
  - 2. *Offices and Conference Rooms.* Mineral and acoustical tile or lay in panels with textured or patterned surface and tegular edges or an equivalent pre-approved by the Project Representative. Tiles or panels shall contain recycled content.
  - 3. *Corridors and Eating/Galley Areas.* Plaster or pointed and taped gypsum board or mineral acoustical tile.

## 5.8 WALL COVERINGS

### A. BUILDING SHELL:

- 1. Physical Requirements.
  - a. Prior to occupancy, all restrooms within the building common areas of County-occupied floors shall have 1) ceramic tile in splash areas and 2) vinyl wall covering not less than 13 ounces per square yard as specified in Federal Specification (FS) CCC-W-408C on remaining wall areas or an equivalent pre-approved by the Project Representative.
  - b. Prior to occupancy, all elevator areas which access the County-demised area and hallways accessing the County-demised area shall be covered with vinyl wall coverings not less than 22 ounces per square yard as specified in FS CCC-W-408C or an equivalent pre-approved by the Project Representative.
- 2. Replacement. All wall covering shall be maintained in "like new" condition for the life of the agreement. Wall covering shall be replaced or repaired at the Offeror's expense any time during the County's occupancy if it is torn, peeling or permanently stained; the ceramic tile in the restrooms shall be replaced or repaired if it is loose, chipped, broken, or permanently discolored. All repair and replacement work shall be done after working hours.

### B. TENANT IMPROVEMENT INFORMATION:

- 1. In the event the County chooses to install wall covering as part of the Tenant Improvements, the minimum standard is established as vinyl or polyolefin commercial wall covering

- weighing not less than 13 ounces per square yard as specified in FS CCC-W-408C or equivalent. The finish shall be pre-approved by the Project Representative.
2. All wall covering in the County-demised area shall be maintained in "like new" condition for the life of the agreement. Repair or replacement of wall covering shall be at the Offeror's expense and shall include the moving and returning of furnishings, (except where wall covering has been damaged due to the negligence of the County), any time during the occupancy by the County if it is torn, peeling, or permanently stained. All repair and replacement work shall be done after working hours.

## **5.9 PAINTING**

### **A. BUILDING SHELL:**

1. The Offeror shall bear the expense for all painting associated with the building shell. These areas shall include all common areas. Exterior perimeter walls and interior core walls within the County-demised area shall be spackled and prime painted with low VOC primer. If any building shell areas are already painted prior to Tenant Improvements, then the Offeror shall repaint, at the Offeror's expense, as necessary during Tenant Improvements.
2. Public areas shall be painted at least every 3 years.

### **B. TENANT IMPROVEMENT INFORMATION:**

1. Prior to occupancy, all surfaces within the County-demised area which are designated by County for painting shall be newly finished in colors acceptable to County.
2. Where feasible, reprocessed or consolidated latex paint with zero or low VOC shall be used in accordance with EPA's CPG on all painted surfaces. The type of paint shall be acceptable to the Project Representative. The Offeror shall follow the manufacturer's recommendations for the application and maintenance of all paint products.
3. Painted surfaces shall be repainted at the Offeror's expense, including the moving and returning of furnishings, any time during the occupancy by the County if it is peeling or permanently stained, except where damaged due to the negligence of the County. All work shall be done after normal working hours as defined elsewhere in this Facility Program.

## **5.10 DOORS: EXTERIOR**

### **A. BUILDING SHELL:**

1. Exterior doors shall be provided at the Offeror's expense unless explicitly requested by the County in addition to those provided by the Offeror. Exterior doors shall be weather-tight and shall open outward. Hinges, pivots, and pins shall be installed in a manner which prevents removal when the door is closed and locked.
2. These doors shall have a minimum opening of 36" wide x 80" high (per leaf). Doors shall be heavy-duty, flush, 1) hollow steel construction, 2) solid-core wood, or 3) insulated tempered glass. As a minimum requirement, hollow steel doors shall be fully insulated, flush, #16-gauge hollow steel. Solid-core wood doors and hollow steel doors shall be at least 1-3/4 inches thick. Door assemblies shall be of durable finish and shall have an aesthetically-pleasing appearance acceptable to the Project Representative. The opening dimensions and operations shall conform to the governing building, fire safety, accessibility for the disabled, and energy codes and/or requirements.

**5.11 DOORS: SUITE ENTRY****A. TENANT IMPROVEMENT INFORMATION:**

Suite entry doors shall be provided as part of the Tenant Improvements at the County's expense and shall have a minimum opening of 36" wide x 84" high (per leaf). Doors shall meet the requirements of being a flush, solid-core, 1-3/4-inch thick, wood door with a natural wood veneer face or an equivalent pre-approved by the Project Representative. Hollow core wood doors are not acceptable. They shall be operable by a single effort and shall be in accordance with *International Building Code* requirements. Doors shall be installed in a metal frame assembly, finished with a semi-gloss oil based paint finish.

**5.12 DOORS: INTERIOR****A. TENANT IMPROVEMENT INFORMATION:**

Doors within the County-demised area shall be provided as part of the Tenant Improvements at the County's expense and shall have a minimum opening of 36" wide x 80" high, and include a minimum ¼ lite pane. Doors shall meet the minimum requirements of being a flush, solid-core, wood door with a natural wood veneer face or an equivalent pre-approved by the Project Representative. Hollow core wood doors are not acceptable. They shall be operable with a single effort and shall be in accordance with *International Building Code* requirements. Doors shall be installed in a metal frame assembly, primed and finished with a low VOC semi-gloss oil based paint with no formaldehyde.

**5.13 DOORS: HARDWARE****A. BUILDING SHELL:**

Doors shall have door handles or door pulls with heavy-weight hinges. All doors shall have corresponding door stops (wall- or floor-mounted) and silencers. All public use doors and toilet room doors shall be equipped with kick plates. Exterior doors and all common area doors shall have automatic door closers. All building exterior doors shall have locking devices installed to reasonably deter unauthorized entry. Properly rated and labeled fire door assemblies shall be installed on all fire egress doors.

**B. TENANT IMPROVEMENT INFORMATION:**

Doors shall have door handles or door pulls with heavy-weight hinges. All doors shall have corresponding door stops (wall- or floor-mounted) and silencers. All door entrances leading into the County-demised area from public corridors and exterior doors shall have automatic door closers. Doors designated by the County shall be equipped with 5-pin, tumbler cylinder locks, and strike plates. All locks shall be master keyed. The County shall be furnished with at least two master keys for each lock type.

**5.14 DOORS: IDENTIFICATION****A. BUILDING SHELL:**

All signage required in common areas unrelated to tenant identification shall be provided and installed at the Offeror's expense.

**B. TENANT IMPROVEMENT INFORMATION:**

Door identification shall be installed in approved locations adjacent to office entrances as part of the Tenant Improvement costs. The form of door identification shall be approved by the Project Representative.

**5.15 PARTITIONS: GENERAL****A. BUILDING SHELL:**

Partitions in public areas shall be marble, granite, hardwood, sheetrock covered with durable vinyl wall covering, or an equivalent pre-approved by the Project Representative.

**5.16 PARTITIONS: PERMANENT****A. BUILDING SHELL:**

Permanent partitions shall extend from the structural floor slab to the structural ceiling slab. They shall be provided by the Offeror at the Offeror's expense as necessary to surround the County-demised area, stairs, corridors, elevator shafts, toilet rooms, all columns, and janitor closets. They shall have a flame spread rating of 25 or less and a smoke development rating of 50 or less (ASTM E-84). Stairs, elevators, and other floor openings shall be enclosed by partitions and shall have the fire resistance required by National Fire Protection Association (NFPA) Standard 101, *Life Safety Code*.

**5.17 PARTITIONS: SUBDIVIDING****A. BUILDING SHELL:**

Any demolition of existing improvements which is necessary to satisfy the County's layout shall be done at the Offeror's expense.

**B. TENANT IMPROVEMENT INFORMATION:**

1. Office subdividing partitions shall comply with applicable building codes and local requirements and shall be provided at the expense of the County. Partitioning shall extend from the finished floor to the finished ceiling or finished structure and shall be designed to provide a sound transmission class (STC) of 37. Partitioning shall be installed by the Offeror at locations to be determined by the County as identified in the design intent drawings. They shall have a flame spread rating of 25 or less and a smoke development rating of 50 or less (ASTM E-84).
2. HVAC shall be rebalanced and lighting repositioned, as appropriate, after installation of partitions.
3. Partitioning requirements may be met with existing partitions if they meet the County's standards and layout requirements.

**5.18 FLOOR COVERING AND PERIMETERS****A. BUILDING SHELL:**

1. Exposed interior floors in primary entrances and lobbies shall be marble, granite, terrazzo, or an equivalent pre-approved by the Project Representative. Exposed interior floors in secondary entrances, elevator lobbies, and primary interior corridors shall be high-grade carpet, marble, granite, terrazzo, durable vinyl composite tile, or an equivalent pre-approved by the Project Representative. Resilient flooring, or an equivalent pre-approved by the Project Representative, shall be used in telecommunications rooms. Floor perimeters at partitions shall have wood, rubber, vinyl, marble, carpet base, or an equivalent pre-approved by the Project Representative.
2. Terrazzo, unglazed ceramic tile, recycled glass tile, and/or quarry tile shall be used in all toilet and service areas unless another covering is pre-approved by the Project Representative.

**B. CARPET – REPAIR OR REPLACEMENT:**

1. Except when damaged by the County, the Offeror shall repair or replace carpet at the Offeror's expense at any time during the agreement term when:



- a. Backing or underlayment is exposed;
  - b. There are noticeable variations in surface color or texture; or
  - c. Tears and tripping hazards are present.
- 2. Repair or replacement shall include the moving and returning of furnishings. Work shall be performed after normal working hours as defined elsewhere in this Facility Program.
- C. RESILIENT FLOORING – REPAIR OR REPLACEMENT:
  - 1. Except when damaged by the County, the Offeror shall repair or replace resilient flooring at the Offeror's expense at any time during the agreement term when it has curls, upturned edges, or other noticeable variations in texture.
  - 2. Repair or replacement shall include the moving and returning of furnishings. Work shall be performed after normal working hours as defined elsewhere in this Facility Program.
- D. TENANT IMPROVEMENT INFORMATION:
  - 1. Floor covering shall be either carpet or resilient flooring. Floor perimeters at partitions shall have wood, rubber, vinyl, carpet base, or an equivalent pre-approved by the Project Representative.
  - 2. The use of existing carpet may be approved by the County's designated representative; however, existing carpet shall be repaired, stretched, and cleaned before occupancy and shall meet the static buildup requirement for new carpet.
  - 3. If the County requires restrooms and/or shower rooms in the County-demised area, floor covering shall be terrazzo, unglazed ceramic tile, and/or quarry tile.
- E. INSTALLATION:

Floor covering shall be installed in accordance with manufacturing instructions to lay smoothly and evenly.
- F. SAMPLES:

When floor covering is to be newly installed or changed, the Offeror shall provide the County with a minimum of six different color samples of each type of floor covering. The sample and color shall be approved by County prior to installation. No substitutes may be made by the Offeror after sample selection.

## 5.19 CARPET: BROADLOOM

- A. Any carpet to be newly installed shall meet the following specifications:
  - 1. *Pile Yarn Content.* Pile yarn content shall be staple filament or continuous filament branded by a fiber producer (e.g., Allied, DuPont, Monsanto, BASF, Talisman Mills, woolblend), soil-hiding nylon, or wool nylon blends or polyethylene terephthalate (PET) resin.
  - 2. *Carpet Pile Construction.* Carpet pile construction shall be level loop, textured loop, level cut pile, or level cut/uncut pile.
  - 3. *Pile Weight.* Pile weight shall be a minimum of 28 ounces per square yard for level-loop or textured-loop construction. Pile weight shall be a minimum weight of 32 ounces per square yard for level-cut/uncut construction.
  - 4. *Secondary Back.* The secondary back shall be jute or synthetic fiber for glue-down installation.
  - 5. *Density.* The density shall be 100 percent nylon (loop and cut pile) with a minimum of 4,000; other fibers, including blends and combinations with a minimum of 4,500.

6. *Pile Height.* The maximum pile height shall be 1/2 inch (13 mm). Exposed edges of carpet shall be fastened to floor surfaces and shall have trim along the entire length of the exposed edge.

## 5.20 CARPET TILE

- A. Any carpet to be newly installed shall meet the following specifications:
  1. *Pile Yarn Content.* Pile yarn content shall be staple filament or continuous filament branded by a fiber producer (e.g., Allied, DuPont, Monsanto, BASF), soil-hiding nylon or polyethylene terephthalate (PET) resin.
  2. *Carpet Pile Construction.* Carpet pile construction shall be tufted level loop, level cut pile, or level cut/uncut pile.
  3. *Pile Weight.* Pile weight shall be a minimum of 26 ounces per square yard for level loop and cut pile. Pile weight shall be a minimum of 32 ounces per square yard for plush and twist.
  4. *Secondary Back.* The secondary back shall be polyvinyl chloride, ethylene vinyl acetate, polyurethane, polyethylene, bitumen, or olefinic hardback reinforced with fiberglass.
  5. *Total Weight.* Total weight shall be a minimum of 130 ounces per square yard.
  6. *Density.* The density shall be 100 percent nylon (loop and cut pile) with a minimum of 4,000; other fibers, including blends and combinations with a minimum of 4,500.
  7. *Pile Height.* The minimum pile height shall be 1/8 inch. The combined thickness of the pile, cushion, and backing height shall not exceed 1/2 inch (13 mm).
  8. *Static Buildup.* Static buildup shall be a maximum of 3.5 kilovolt, when tested in accordance with AATCC-134.
  9. *Carpet Construction.* Carpet construction shall be a minimum of 64 tufts per square inch.

## 5.21 ACOUSTICAL REQUIREMENTS

- A. BUILDING SHELL:
  1. *Reverberation Control.* Ceilings in carpeted space shall have a noise reduction coefficient (NRC) of not less than 0.55 in accordance with ASTM C-423. Ceilings in offices, conference rooms, and corridors having resilient flooring shall have an NRC of not less than 0.65.
  2. *Ambient Noise Control.* Ambient noise from mechanical equipment shall not exceed noise criteria curve (NC) 35 in accordance with the ASHRAE *Handbook of Fundamentals* in offices and conference rooms; NC 40 in corridors, cafeterias, lobbies, and toilets; NC 50 in other spaces.
  3. *Noise Isolation.* Rooms separated from adjacent spaces by ceiling-high partitions (not including doors) shall not be less than the following noise isolation class (NIC) standards when tested in accordance with ASTM E-336:
    - a. Conference rooms NIC 40
    - b. Offices NIC 35
  4. *Testing.*
    - a. The County may require, at no cost to the County, test reports by a qualified acoustical consultant showing that acoustical requirements have been met.
    - b. The requirements of this paragraph shall take precedence over any additional specifications in this Facility Program if there is a conflict.

## 5.22 WINDOW COVERINGS

### A. TENANT IMPROVEMENT INFORMATION:

1. *Window Blinds.* All exterior windows shall be equipped with window blinds in new or like new condition, which shall be provided as part of the Tenant Improvement costs. The blinds may be aluminum or plastic vertical blinds or horizontal blinds with aluminum slats of 1-inch width or less or an equivalent pre-approved by the Project Representative. The window blinds shall have non-corroding mechanisms and synthetic tapes. Color selection will be made by the Project Representative.
2. *Samples.* A minimum of 8 patterns and colors shall be made available to the County for selection; shading of sample fabric shall not vary markedly from that of the final product.

## 6.0 MECHANICAL, ELECTRICAL, PLUMBING

### 6.1 MECHANICAL, ELECTRICAL, PLUMBING: GENERAL

#### A. BUILDING SHELL:

The Offeror shall provide and operate all building equipment and systems in accordance with applicable technical publications, manuals, and standard procedures. Mains, lines, and meters for utilities shall be provided by the Offeror.

### 6.2 ENERGY COST SAVINGS

- A. The Offeror is encouraged to use 1) Energy Savings Performance Agreements (ESPC) or 2) utility agreements to achieve, maintain, and/or exceed the ENERGY STAR Benchmark Score of 75. The Offeror is encouraged to include shared savings in the offer as a result of energy upgrades where applicable. The ENERGY STAR Online Benchmark Tool can be found at the [www.epa.gov/energystar](http://www.epa.gov/energystar) web site.
- B. All new construction shall achieve an ENERGY STAR Building Label within 1 year after reaching 95 percent occupancy and will continue to retain the ENERGY STAR Building Label if the level of performance is maintained.

### 6.3 DRINKING FOUNTAINS

#### A. BUILDING SHELL:

The Offeror shall provide, on each floor of office space, a minimum of one chilled drinking fountain within every 150 feet, 0 inches of travel distance.

### 6.4 TOILET ROOMS

#### A. BUILDING SHELL:

1. Separate toilet facilities for men and women shall be provided on each floor occupied by the County in the building. The facilities shall be located so that employees will not be required to travel more than 200 feet, 0 inches on one floor to reach the toilets. Each toilet room shall have sufficient water closets enclosed with modern stall partitions and doors, urinals (in men's room), and hot (set in accordance with applicable building codes) and cold water. Water closets and urinals shall not be visible when the exterior door is open.
2. Each main toilet room shall contain the following equipment:
  - a. a mirror above the lavatory;
  - b. a toilet paper dispenser in each water closet stall, that will hold at least two rolls and allow easy, unrestricted dispensing;
  - c. a coat hook on the inside face of the door to each water closet stall and on several wall locations by the lavatories;

- d. at least one modern paper towel dispenser, soap dispenser, and waste receptacle for every two lavatories;
  - e. a coin-operated sanitary napkin dispenser in women's toilet rooms with a waste receptacle for each water closet stall;
  - f. a disposable toilet seat cover dispenser; and
  - g. a counter area of at least 2 feet, 0 inches in length, exclusive of the lavatories (however, it may be attached to the lavatories) with a mirror above and a ground fault interrupt-type convenience outlet located adjacent to the counter area.
- B. If newly installed, toilet partitions shall be made from recovered materials as listed in EPA's CPG.

## 6.5 TOILET ROOMS: FIXTURE SCHEDULE

### A. BUILDING SHELL:

For new installations:

- 1. Water closets shall not use more than 1.6 gallons per flush.
- 2. Urinals shall not use more than 1.0 gallons per flush.
- 3. Faucets shall not use more than 2.5 gallons per minute at a flowing water pressure of 80 pounds per square inch.

## 6.6 JANITOR CLOSETS

### A. BUILDING SHELL:

Janitor closets with service sink, hot and cold water, and ample storage for cleaning equipment, materials, and supplies shall be provided on all floors. Each janitor closet door shall be fitted with an automatic deadlocking latch bolt with a minimum throw of 1/2 inch.

## 6.7 HEATING AND AIR CONDITIONING

### A. BUILDING SHELL:

- 1. Temperatures shall conform to local commercial equivalent temperature levels and operating practices in order to maximize tenant satisfaction. These temperatures shall be maintained throughout the County occupied premises and service areas, regardless of outside temperatures, during the hours of operation specified in the agreement.
- 2. Simultaneous heating and cooling are not permitted.
- 3. Areas having excessive heat gain or heat loss, or affected by solar radiation at different times of the day, shall be independently controlled.
- 4. *Equipment Performance.* Temperature control for office spaces shall be assured by concealed central heating and air conditioning equipment. The equipment shall maintain space temperature control over a range of internal load fluctuations of plus 0.5 W/sq.ft. to minus 1.5 W/sq.ft. from initial design requirements of the County.
- 5. *HVAC Use During Construction.* The permanent HVAC system may be used to move both supply and return air during the construction process only if the following conditions are met:
  - a. A complete air filtration system with 60 percent efficiency filters is installed and properly maintained;
  - b. No permanent diffusers are used;
  - c. No plenum-type return air system is employed;
  - d. The HVAC duct system is adequately sealed to prevent the spread of airborne particulate and other contaminants; and

- e. Following the building “flush-out,” all duct systems are vacuumed with portable high-efficiency particulate arrestance (HEPA) vacuums and documented clean in accordance with National Air Duct Cleaners Association (NADCA) specifications.
- 6. *Ductwork Re-use and Cleaning.* Any ductwork to be reused and/or to remain in place shall be cleaned, tested, and demonstrated to be clean in accordance with the standards set forth by NADCA. The cleaning, testing, and demonstration shall occur immediately prior to County occupancy to avoid contamination from construction dust and other airborne particulates.
- 7. *Insulation.* All insulation shall contain recovered materials as required by EPA’s CPG and related recycled content recommendations.
- 8. The Offeror shall conduct HVAC system balancing after any HVAC system alterations during the term of the agreement and shall make a reasonable attempt to schedule major construction outside of office hours.

**B. TENANT IMPROVEMENT INFORMATION:**

- 1. *Zone Control.* Individual thermostat control shall be provided for office space with control areas not to exceed 1,500 ANSI/BOMA Office Area square feet. Areas which routinely have extended hours of operation shall be environmentally controlled through dedicated heating and air conditioning equipment. Special purpose areas (such as photocopy centers, large conference rooms, computer rooms, etc.) with an internal cooling load in excess of 5 tons shall be independently controlled. Concealed package air conditioning equipment shall be provided to meet localized spot cooling of tenant special equipment. Portable space heaters are prohibited from use.

**6.8 VENTILATION**

- A. During working hours in periods of heating and cooling, ventilation shall be provided in accordance with the latest edition of ANSI/ASHRAE Standard 62, *Ventilation for Acceptable Indoor Air Quality*.
- B. Air filtration shall be provided and maintained with filters having a minimum efficiency rating as determined by ANSI/ASHRAE Standard 52.2, *Method of Testing General Ventilation Air Cleaning Devices for Removal Efficiency by Particle Size*. Pre-filters shall be 30 percent to 35 percent efficient. Final filters shall be 80 percent to 85 percent efficient for particles at 3 microns.
- C. Where the Offeror proposes that the County shall pay utilities, the following shall apply:
  - 1. An automatic air or water economizer cycle shall be provided to all air handling equipment, and
  - 2. The building shall have a fully functional building automation system capable of control, regulation, and monitoring of all environmental conditioning equipment. The building automation system shall be fully supported by a service and maintenance contract.

**6.9 VENTILATION: TOILET ROOMS**

Toilet rooms shall be properly exhausted, with a minimum of 10 air changes per hour.

**6.10 ELECTRICAL: GENERAL**

The Offeror shall be responsible for meeting the applicable requirements of local codes and ordinances. When codes conflict, the more stringent standard shall apply. Main service facilities shall be enclosed. The enclosure may not be used for storage or other purposes and shall have door(s) fitted with an automatic deadlocking latch bolt with a minimum throw of 1/2 inch. Distribution panels shall be circuit breaker type with 10 percent spare power load and circuits.

**6.11 ELECTRICAL: DISTRIBUTION****A. BUILDING SHELL:**

1. Main power distribution switchboards and distribution and lighting panel boards shall be circuit breaker type with copper buses that are properly rated to provide the calculated fault circuits. All power distribution panel boards shall be supplied with separate equipment ground buses. All power distribution equipment shall be required to handle the actual specified and projected loads plus 10 percent spare load capacity. Distribution panels are required to accommodate circuit breakers for the actual calculated needs plus 10 percent spare circuits that will be equivalent to the majority of other circuit breakers in the panel system. All floors shall have 120/208 V, 3-phase, 4-wire with bond, 60 hertz electric service available.
2. Main distribution for standard office occupancy shall be provided at the Offeror's expense. In no event shall such power distribution (not including lighting and HVAC) for the County-demised area fall below 8 W per ANSI/BOMA Office Area square foot.
3. Convenience outlets shall be installed in accordance with NFPA Standard 70, *National Electrical Code*, or local code, whichever is more stringent.

**B. TENANT IMPROVEMENT INFORMATION:**

1. All electrical outlets shall be installed in accordance with NFPA Standard 70, or local code, whichever is more stringent.
2. All tenant outlets shall be marked and coded for ease of wire tracing; outlets shall be circuited separately from lighting. All floor outlets shall be flush with the plane of the finished floor.
3. The Offeror shall ensure that outlets and associated wiring (for electricity, voice, and data) to the workstation(s) shall be safely concealed in partitions, ceiling plenums, in recessed floor ducts, under raised flooring, or by use of a method acceptable to the Project Representative. In any case, cable on the floor surface shall be minimized.

**6.12 ELECTRICAL: ADDITIONAL DISTRIBUTION SPECIFICATIONS**

If the Offeror proposes that building maintenance will be the responsibility of the County, the Offeror shall provide duplex utility outlets in toilets, corridors, and dispensing areas for maintenance purposes at no cost to the County. Fuses and circuit breakers shall be plainly marked or labeled to identify circuits or equipment supplied through them.

**6.13 TELECOMMUNICATIONS: DISTRIBUTION AND EQUIPMENT****A. BUILDING SHELL:**

1. Sufficient space shall be provided on the floor(s) where the County occupies space for the purposes of terminating telecommunications service into the building. The building's telecommunications closets located on all floors shall be vertically-stacked. Telecommunications switchrooms, wire closets, and related spaces shall be enclosed. The enclosure shall not be used for storage or other purposes and shall have door(s) fitted with an automatic door-closer and deadlocking latch bolt with a minimum throw of 1/2 inch.
2. Telecommunications switchrooms, wire closets, and related spaces shall meet applicable Telecommunications Industry Association (TIA) and Electronic Industries Alliance (EIA) standards. These standards include the following:
  - a. TIA/EIA-568, *Commercial Building Telecommunications Cabling Standard*,
  - b. TIA/EIA 569, *Commercial Building Standard for Telecommunications Pathways and Spaces*,

- c. TIA/EIA-570, *Residential and Light Commercial Telecommunications Wiring Standard*, and
  - d. TIA/EIA-607, *Commercial Building Grounding and Bonding Requirements for Telecommunications Standard*.
3. Telecommunications switchrooms, wire closets, and related spaces shall meet applicable NFPA standards. Bonding and grounding shall be in accordance with NFPA Standard 70, *National Electrical Code*, and other applicable NFPA standards and/or local code requirements.

**B. TENANT IMPROVEMENT INFORMATION:**

Telecommunications floor or wall outlets shall be provided as required. At a minimum, each outlet shall house one jack for voice and three jacks for data. The Offeror shall ensure that all outlets and associated wiring, copper, coaxial cable, optical fiber, or other transmission medium used to transmit telecommunications (voice, data, video, Internet, or other emerging technologies) service to the workstation shall be safely concealed under raised floors, in floor ducts, walls, columns, or molding. All outlets/junction boxes shall be provided with rings and pull strings to facilitate the installation of cable. Some transmission medium may require special conduit, inner duct, or shielding as specified by the County.

Abandoned cabling not reused by the County shall be removed by the offeror at no cost to the County, prior to occupancy.

**6.14 TELECOMMUNICATIONS: LOCAL EXCHANGE ACCESS**

**A. BUILDING SHELL:**

1. The County reserves the right to contract its own telecommunications (voice, data, video, Internet or other emerging technologies) service to the space. The County may contract with one or more parties to have inside wiring (or other transmission medium) and telecommunications equipment installed.
2. The Offeror shall allow the County's designated telecommunications providers access to utilize existing building wiring to connect its services to the County's space. If the existing building wiring is insufficient to handle the transmission requirements of the County's designated telecommunications providers, the Offeror shall provide access from the point of entry into the building to the County's floor space, subject to any inherent limitations in the pathway involved.
3. The Offeror shall allow the County's designated telecommunications providers to affix telecommunications antennae (high frequency, mobile, microwave, satellite, or other emerging technologies), subject to weight and wind load conditions, to roof, parapet, or building envelope as required. Access from the antenna(e) to the County space shall be provided.
4. The Offeror shall allow the County's designated telecommunications providers to affix antennae and transmission devices throughout its space and in appropriate common areas frequented by the County's employees so as to allow the use of wireless telephones and communications devices necessary to conduct business.

**B. TENANT IMPROVEMENT INFORMATION:**

Should the County's security requirements require sealed conduit to house the telecommunications transmission medium, the Offeror shall provide such conduit at the expense of the County.

**6.15 DATA DISTRIBUTION****A. TENANT IMPROVEMENT INFORMATION:**

The County shall at its expense be responsible for purchasing and installing data cable. The Offeror shall ensure that data outlets and the associated wiring used to transmit data to workstations shall be safely concealed in floor ducts, walls, columns, or below access flooring. The Offeror shall provide outlets, which shall include rings and pull strings to facilitate the installation of the data cable. When cable consists of multiple runs, the Offeror shall provide ladder-type cable trays to insure that County-provided cable does not come into contact with suspended ceilings. Cable trays shall form a loop around the perimeter of the County-demised area such that they are within a 30-foot, 0-inch horizontal distance of any single drop.

**6.16 ELECTRICAL, TELEPHONE, DATA FOR SYSTEMS FURNITURE****A. TENANT IMPROVEMENT INFORMATION:**

1. The Offeror shall provide as part of the Tenant Improvement costs separate data, telephone, and electric junction boxes for the base feed connections to County-provided modular or systems furniture, when such feeds are supplied via wall outlets or floor penetrations. When overhead feeds are used, junction boxes shall be installed for electrical connections. Raceways shall be provided throughout the furniture panels to distribute the electrical, telephone, and data cable. The Offeror shall provide all electrical service wiring and connections to the furniture at designated junction points. Each electrical junction shall contain an 8-wire feed consisting of 3 general-purpose 120-V circuits with 1 neutral and 1 ground wire, and a 120-V isolated-ground circuit with 1 neutral and 1 isolated-ground wire. A 20-ampere circuit shall have no more than 8 general-purpose receptacles or 4 isolated-ground "computer" receptacles.
2. The County shall at its expense be responsible for purchasing data and telecommunications cable. Said cable shall be installed and connected to systems furniture by the Offeror/contractor with the assistance and/or advice of the County or computer vendor. The Offeror shall provide wall-mounted data and telephone junction boxes, which shall include rings and pull strings to facilitate the installation of the data and telecommunications cable. When cable consists of multiple runs, the Offeror shall provide ladder-type cable trays to insure that County-provided cable does not come into contact with suspended ceilings. Cable trays shall form a loop around the perimeter of the County-demised area such that they are within a 30-foot, 0-inch horizontal distance of any single drop. Said cable trays shall provide access to both telecommunications data closets and telephone closets.
3. The Offeror shall furnish and install suitably sized junction boxes in the vicinity of the "feeding points" of the furniture panels. All "feeding points" shall be shown on County-approved design intent drawings.

**6.17 ADDITIONAL ELECTRICAL CONTROLS**

If the Offeror proposes that the County pay separately for electricity, no more than 500 square feet of office may be controlled by one switch or automatic light control for all space on the County meter, either through a building automation system, time clock, occupant sensor, or other comparable system acceptable to the Project Representative.

**6.18 ELEVATORS**

- A. The Offeror shall provide suitable passenger and redundant, secured, dedicated freight elevator service to any County-demised area not having ground level access. One passenger and one freight elevator shall be available at all times for County use. The freight elevator shall be accessible to the loading areas. When possible, the County shall be given 7 day advance notice if the service is to be interrupted for more than 1-1/2 hours. Normal service interruption shall be



scheduled outside of the County's normal working hours. The Offeror shall also use best efforts to minimize the frequency and duration of unscheduled interruptions.

**B. CODE:**

Elevators shall conform to the current edition of the American Society of Mechanical Engineers ANSI/(ASME) A17.1, *Safety Code for Elevators and Escalators*, except that elevator cabs are not required to have a visual or audible signal to notify passengers during automatic recall. Elevator lobby smoke detectors shall not activate the building fire alarm system but shall signal the fire department or central station services and capture the elevators. The elevator shall be inspected and maintained in accordance with the current edition of the ANSI/ASME A17.2, *Inspectors' Manual for Elevators*. All elevators shall meet both the ADAAG and the UFAS requirements.

**C. SAFETY SYSTEMS:**

Elevators shall be equipped with telephones or other two-way emergency signaling systems. The system used shall be marked and shall reach an emergency communication location staffed during normal operating hours when the elevators are in service. When County occupancy is 3 or more floors above grade, automatic elevator emergency recall is required.

**D. SPEED:**

The passenger elevators shall have a capacity to transport in 5 minutes 15 percent of the normal population of all upper floors (based on 150 square feet per person). Further, the dispatch interval between elevators during the up-peak demand period shall not exceed 35 seconds.

**E. INTERIOR FINISHES:**

Elevator cab walls shall be hardwood, marble, granite, or an equivalent pre-approved by the Project Representative. Elevator cab floors shall be marble, granite, terrazzo, or an equivalent pre-approved by the Project Representative.

**6.19 LIGHTING: INTERIOR AND PARKING**

**A. BUILDING SHELL:**

1. The Offeror shall provide interior lighting, as part of the building shell cost, in accordance with the following:
  - a. The Offeror shall provide deep-cell parabolic louver 2'-0" wide x 4'-0" long (or building standard that meets or exceeds this standard) fluorescent lighting fixtures with energy-efficient lamps (T8 or better) and electronic ballasts for standard interior lighting. Such fixtures shall produce 50 average maintained foot-candles at working surface height throughout work spaces, 20 foot-candles in corridors, and 10 foot-candles in other non-working areas.
  - b. Exterior parking areas, vehicle driveways, pedestrian walkways, and building perimeter shall have a minimum of 1 foot-candle of illumination and shall be designed based on Illuminating Engineering Society of North America (IESNA) standards. Exterior lighting and indoor parking shall be sufficient to accommodate security monitoring (i.e., closed circuit television camera). Indoor parking shall have a minimum of 10 foot-candles and shall be designed based on IESNA standards.
  - c. The Offeror shall provide occupancy sensors and/or scheduling controls through the building automation system to reduce the hours that the lights are on when the space is unoccupied. Daylight dimming controls shall be used in atriums or other space where daylight can contribute to energy savings.
  - d. Lighting shall be controlled by occupancy sensors arranged to control open areas, individual offices, conference rooms, toilet rooms within the County-demised area, and all other programmed spaces or rooms within the County space. The control system shall provide an optimal mix of infrared and ultrasonic sensors suitable for the

configuration and type of space. Occupancy sensors shall be located so that they have a clear view of the room or area they are monitoring. No more than 1,000 ANSI/BOMA Office Area square feet of open space shall be controlled by occupancy sensor. All occupancy sensors shall have manual switches to override the light control. Such switches shall be located by door openings. If light switches are to be used instead of occupancy sensors or in combination with occupancy sensors, the Offeror shall notify the County during the negotiation process.

## **7.0 SAFETY AND ENVIRONMENTAL MANAGEMENT**

### **7.1 CERTIFICATE OF OCCUPANCY**

The Offeror shall provide a valid Certificate of Occupancy, issued by the local jurisdiction, for the intended use of the County and shall maintain and operate the building in conformance with current local codes and ordinances. If the local jurisdiction does not issue Certificates of Occupancy, the Offeror shall obtain the services of a licensed fire protection engineer to verify the offered space meets all applicable local codes and ordinances to ensure an acceptable level of safety is provided.

### **7.2 FIRE PROTECTION AND LIFE SAFETY**

- A. Offered space shall meet or be upgraded to meet prior to occupancy, the applicable egress requirements in the National Fire Protection Association (NFPA) 101, *Life Safety Code*, or an alternative approach or method for achieving a level of safety deemed equivalent and acceptable by the County.
- B. Offered space shall provide unrestrictive access to a minimum of two remote exits on each floor of County occupancy. Scissor stairs shall only be counted as one approved exit. Open air exterior fire escapes shall not be counted as an approved exit.

### **7.3 AUTOMATIC FIRE SPRINKLER SYSTEM**

- A. Offered space located below-grade, including parking garage areas, and all areas in a building referred to as "hazardous areas" (defined in NFPA 101) that are located within the entire building (including non-County areas) shall be protected by an automatic fire sprinkler system or an equivalent level of safety.
- B. For buildings in which any portion of the offered space is on or above the sixth floor, then, at a minimum, the building up to and including the highest floor of County occupancy shall be protected by an automatic fire sprinkler system or an equivalent level of safety.
- C. Automatic sprinkler system(s) shall be maintained in accordance with the requirements of the applicable local codes or NFPA 25, *Standard for the Inspection, Testing, and Maintenance of Water-based Fire Protection Systems*.
- D. Office areas and other low hazard areas shall have quick response sprinkler heads in compliance with IBC 903.3
- E. Definitions:
  - 1. "Automatic sprinkler system" means an electronically supervised, integrated system of underground and overhead piping, designed in accordance with National Fire Protection Association (NFPA) 13, *Installation of Sprinkler Systems*. The system is usually activated by heat from fire and discharges water over the fire area. The system includes an adequate water supply.
  - 2. "Equivalent level of safety" means an alternative design or system (which may include automatic sprinkler systems), based upon fire protection engineering analysis, which achieves a level of safety equal to or greater than that provided by automatic sprinkler systems.

#### 7.4 FIRE ALARM SYSTEM

- A. A building-wide fire alarm system shall be installed in buildings in which any portion of the offered space is located 2 or more stories above the lowest level of exit discharge. The fire alarm system shall meet the installation and operational requirements of the applicable local codes and ordinances (current as of the date of this Facility Program) adopted by the jurisdiction in which the building is located.
- B. The fire alarm system shall be maintained in accordance with the requirements of the applicable local codes or NFPA 72, *National Fire Alarm Code*. The fire alarm system wiring and equipment shall be electrically-supervised and shall automatically notify the local fire department or approved central station. Emergency power shall be provided for the fire alarm system.

#### 7.5 OSHA REQUIREMENTS

The Offeror shall maintain buildings and space in a safe and healthful condition according to OSHA standards.

#### 7.6 ASBESTOS

The County's space shall be free of all asbestos-containing materials, except undamaged asbestos flooring in the space or undamaged boiler or pipe insulation outside the space, in which case an asbestos management program conforming to EPA guidance shall be implemented.

#### 7.7 ASBESTOS

- A. Offers are requested for space with no asbestos-containing materials (ACM), or with ACM in a stable, solid matrix (e.g., asbestos flooring or asbestos cement panels) which is not damaged or subject to damage by routine operations. For purposes of this paragraph, "space" includes the 1) space offered for lease; 2) common building areas; 3) ventilation systems and zones serving the space offered; and 4) the area above suspended ceilings and engineering space in the same ventilation zone as the space offered. If no offers are received for such space, the County may consider space with thermal system insulation ACM (e.g., wrapped pipe or boiler lagging) which is not damaged or subject to damage by routine operations.
- B. *Definition.* ACM is defined as any materials with a concentration of greater than 1 percent by dry weight of asbestos.
- C. Space with ACM of any type or condition may be upgraded by the Offeror to meet the conditions described in subparagraph A by abatement (removal, enclosure, encapsulation, or repair) of ACM not meeting those conditions. If an offer involving abatement of ACM is accepted by the County, the Offeror shall, prior to occupancy, successfully complete the abatement in accordance with OSHA, EPA, Department of Transportation (DOT), state, and local regulations and guidance.
- D. *Management Plan.* If space is offered which contains ACM, the Offeror shall submit an asbestos-related management plan for acceptance by the County prior to agreement award. This plan shall conform to EPA guidance, be implemented prior to occupancy, and be revised promptly when conditions affecting the plan change. If asbestos abatement work is to be performed in the space after occupancy, the Offeror shall submit to the Project Representative the occupant safety plan and a description of the methods of abatement and reoccupancy clearance, in accordance with OSHA, EPA, DOT, state, and local regulations and guidance, at least 4 weeks prior to the abatement work.

#### 7.8 INDOOR AIR QUALITY

- A. The Offeror shall control contaminants at the source and/or operate the space in such a manner that the COUNTY indicator levels for carbon monoxide (CO), carbon dioxide (CO<sub>2</sub>), and formaldehyde (HCHO) are not exceeded. The indicator levels for office areas shall be: CO - 9 ppm time-weighted average (TWA - 8-hour sample); CO<sub>2</sub> - 1,000 ppm (TWA); HCHO - 0.1 ppm (TWA).

- B. The Offeror shall make a reasonable attempt to apply insecticides, paints, glues, adhesives, and HVAC system cleaning compounds with highly volatile or irritating organic compounds, outside of working hours. The Offeror shall provide at least 72 hours advance notice to the County before applying noxious chemicals in occupied spaces and shall adequately ventilate those spaces during and after application.
- C. The Offeror shall promptly investigate indoor air quality (IAQ) complaints and shall implement the necessary controls to address the complaint.
- D. The County reserves the right to conduct independent IAQ assessments and detailed studies in space that it occupies, as well as in space serving the County-demised area (e.g., common use areas, mechanical rooms, HVAC systems, etc.). The Offeror shall assist the County in its assessments and detailed studies by 1) making available information on building operations and Offeror activities; 2) providing access to space for assessment and testing, if required; and 3) implementing corrective measures required by the Project Representative.

## **7.9 HAZARDOUS MATERIALS**

The County's space shall be free of hazardous materials according to applicable federal, state, and local environmental regulations.

## **8.0 NOT USED**

## **9.0 ELECTIONS PROGRAMMATIC REQUIREMENTS**

### **9.1 ELECTIONS PROGRAMMATIC FACILITY NEEDS**

The facility programming contained in this report was drafted to document the operations and space needs of the Elections section of King County's division of Records Elections and Licensing. It is intended as a reference to aid decisions regarding relocation or consolidation of Elections offices, mail balloting functions and warehouse, and to aid in the design of new facilities.

One paramount facility requirement is accommodation of process change. This means not only anticipating new processes in the initial design but also design and construction with methods that allow simple low-cost future alterations. New Mail ballot facilities around the Country show that Manufacturing or Warehouse buildings built with office interiors provide the flexibility required of Elections programs. Foreseeable changes are outlined below in Operations sections. The Planning Issues section further details organizational characteristics and overall performance of spaces.

#### **9.1.1 CONSOLIDATION OF OPERATIONS**

A clear recommendation consistent with Council Motion 12099, Secretary of State, Council Management Audit, Independent Taskforce and Citizen Oversight Committee recommendations, is the consolidation of Elections operations into a single facility. A consolidated facility will provide greater efficiency, and will enhance the accountability by increasing the frequency, quality and speed of communication between various work groups performing distinct but interrelated functions.

#### **9.1.2 NEW OPERATIONAL REQUIREMENTS**

Response to new voting requirements is underway. Future and existing facilities are required to accommodate the following changes:

New and revised voting processes such as all vote by mail, electronic voting, 'mixed' types of voting (e.g., combined mail, electronic, or polling place) need to be considered, and flexibility must be maintained to allow implementation of new processes.

Disabled Voting Equipment – The 'Help America Vote Act' requires the placement of one machine in each polling place that provided the visual and hearing impaired voters the opportunity to cast a ballot in secret. This change is mandated to be in place by January 1, 2006. Space is needed for storing and preparing over 600 machines for deployment in a county wide election.

Expanded registration, verification, monitoring, reporting and auditing capabilities are needed.

Elections division anticipates adoption of a single election process. Just over 50% of votes cast in 2004 general election were mail ballots. Therefore an all mail election will require nearly doubling the mail ballot production capacity.

High Speed automated mail processing equipment.

## 9.2 PLANNING AND DESIGN ISSUES

Due to undefined potential changes in Statute, space estimates assume the existing processes (polling precincts and mail ballots) will continue 3-12 years, or until new processes are tested and existing systems are replaced. Existing processes are labor and paper intensive, with substantial space requirements. Until detailed analysis of process and technological efficiencies are completed, the space estimates indicated are projections, based on anticipated growth of total ballot load. The 2004 election processed 650,000 mail ballots. King County intends to administer all elections by mail. Space requirements included in this program provide additional mail processing capacity and reuse of poll based activity space to meet production demand of 1.1 million ballots.

### 9.2.1 DESIGN OBJECTIVES

The following goals form the mission statement for the Elections Operation and the facility that will house it:

- Timely delivery of Elections processes
- Uniformity of process and procedure
- Security and transparency of election processes
- Economical use of staff and facility resources
- Provision for strategic growth

These goals create four basic objectives of this program and the resulting facility:

- **Functionality:** Provide sufficient and appropriate accommodation of processes.
- **Flexibility:** Provide an adaptable facility to accommodate future change.
- **Security:** Provide for the security of process, ballots, and staff safety
- **Economy:** Provide the highest utility of limited building and staff resources.

### 9.2.2 ORGANIZATIONAL CHARACTERISTICS

An efficient, secure and flexible facility should have the following organizational components:

- **Administration:** centralized management of election processes; public services; voter registration and data management; training of election workers and staff; development of new processes and technology.
- **Ballot processing:** development and assembly of poll and mail ballots; outbound mail balloting; inbound mail balloting and tabulations; canvassing and certification of elections
- **Storage and depot staging:** assembly and staging of polling place equipment and supplies; preservation of election records; maintenance & storage of polling place equipment; management of polling place supplies

### 9.2.3 CYCLICAL WORKLOAD

The most challenging planning issue associated with elections is the cyclical nature of the workload. Currently six elections of broadly varying intensity occur on an annual basis. Current operations and facilities will be substantially streamlined through investment in process analysis, equipment, training, and an 'intentional' design effort. Resources to produce these elections have been roughly estimated in terms of staff and in number of ballots:

**September 2004:** 280 staff; 650,000 mail ballots

**September 2008:** 670 staff; 1,100,000 mail ballots

#### 9.2.4 SECURITY

Another critical planning issue is the need for security. For the purpose of this program security can be defined as:

***The integration of operating policy, building features, procedures, equipment and personnel required to insure the integrity of the elections process and the personal safety of staff members.***

The following security design and technologies shall be integrated into the facility design:

- Building access control
- Data and Ballot tracking
- 24 hr Surveillance of Elections site and production areas
- Secured poll staging and incoming delivery areas
- Secondary lock down of ballot storage (ballot vault) and internal access control.
- Information systems backup power and data redundancy.

#### 9.2.5 ADAPTIVE INFRASTRUCTURE

Creation of an adaptive building infrastructure is a primary consideration. Elections anticipate significant changes to State Statutes governing election processes in the near future. New Election law could double the current mail ballot capacity, add additional process, and add "Accessibility" requirement to poll balloting. Every element of facility design must be adaptable to changes in technologies, process, equipment and staffing. The following critical infrastructure shall be designed and constructed in a way that minimizes reconfiguration costs, in order to adapt to new processes or technologies:

- Flexible, robust electrical power grid
- 'Office standard' lighting
- Flexible, robust communications and data transfer
- Adaptable spatial enclosures, workstations
- Adaptable mail handling equipment

#### 9.2.6 TRANSPARENCY AND OBSERVATION

Recent close elections have created a demand for direct real-time visibility of all election processes. This includes accommodating party representatives, press and interested public within the work areas during the election process. The facility must provide numerous areas from which to observe the processes without encumbering production efficiency or compromising the security of the process. Environmental enclosures, furnishings and all types of containers shall be designed to provide, literally a 'transparent' production system.

#### 9.2.7 ELECTION DAY ACTIVITIES

ATTACHMENT 1, ELECTION DAY ACTIVITIES, attempts to describe today's sub tasks, process sequence and dependencies of multiple election functions. They are described in various operations manuals and training guides. The graphic method is simplified for ease of understanding and printed on three pages to meet the format of this document. As a result of consolidation, additional analysis and development will seek to streamline today's processes by shortening or eliminating transfer tasks or conducting closely related activities in multi-purpose space.

#### 9.3 SPACE PROGRAM

Due to undefined potential changes in Statute, space estimates assume the existing processes (regional polling centers and mail ballots) will continue 3-12 years, or until new processes are tested and existing systems are replaced. Existing processes are labor and paper intensive, with substantial space requirements. Until detailed analysis of process and technological efficiencies are completed, the space estimates indicated are projections, based on anticipated growth of total ballot load. The 2004 election processed 650,000 mail ballots. King County intends to administer all elections by mail, thus creating a mail ballot processing demand of 1,100,000 ballots in 2008.

The purpose of the Space Program is to define the type, size, number, relationship and operation of spaces needed to effectively accommodate the anticipated operations of King County Elections. The projections are based on a facility configuration that is flexible and robust enough to accommodate future operational improvements and enhancements.

The spatial program for a consolidated elections facility was developed through the following stages:

- Define organizational components.
- Project staff requirements based on precinct counts and voter registration.
- Define operational process through management interviews.
- Development of space inventory.
- Application of new King County Space Standards.

The information for each organizational section contains the following elements:

- Functional description
- Staffing
- Special procedures
- Operating times
- Unique facility requirements
- Primary adjacencies
- Secondary adjacencies

Until research and development of new production processes is implemented, the facility program must be modeled on existing production methods. Reasonable projections for growth of the existing process and organization to 2015 have been factored into area estimates. This conservative approach is necessary due to uncertainty regarding future Election statutes.

### 9.3.1 REALS DIVISION ADMINISTRATION

#### **Functional Description:**

This unit contains managers and administrative staff that oversee coordinate and manage five distinct public service work groups: Recorder, Elections, Records management, Animal services and Licensing Services (REALS). The majority of this unit's effort and resources support and manage the Elections Section. This unit's primary functions are the strategic planning of the Election operations, external representation and business operation of the REALS Division. Operational efficiencies will be realized by co-locating the Division Administration unit in the consolidated Elections facility.

#### **Staffing:**

Currently 9 persons staff the Division manager's office. One additional person is anticipated within 10 years.

#### **Special Procedures:**

This section is the focus of public scrutiny and disclosure of all Elections process and documentation.

#### **Operating Times:**

Official business hours are from 8:30 a.m. to 5:00 p.m.; however staff can be in the building from 6:00 a.m. to 10:00 p.m.

#### **Unique Facility Requirements:**

Since this group manages and coordinates Records, Elections and Licensing Service sections at remote sites, some conference space is needed for team meetings including participants from remote sites. Confidential offices are also a requirement.

#### **Primary Adjacencies:**

Elections administration, and Information Technology development units.

#### **Secondary Adjacencies:**

Voter registration, GIS, Canvassing and training units and other Division sections

### 9.3.2 ELECTIONS SECTION ADMINISTRATION

**Functional Description:**

The Superintendent of Elections is responsible for the daily operation of the Elections process. This unit supervises the many groups that contribute to the entire process.

**Staffing:**

Currently 5 persons staff the Elections manager's office. One additional person is anticipated within 10 years.

**Special Procedures:**

This section monitors Washington Election law and ensures King County's process is in compliance. In addition they develop improved production methods. There is an anticipated need to incorporate new requirements into existing systems.

**Operating Times:**

Official business hours are from 8:30 a.m. to 4:30 p.m.; however staff can be in the building from 6:00 a.m. to 10:00 p.m.

**Unique Facility Requirements:**

None

**Primary Adjacencies:**

Division administration, Training, IT development and Election Operations units.

**Secondary Adjacencies:**

Voter registration, GIS, Canvassing, phone bank, data entry and poll worker units.

### 9.3.3 ELECTIONS INFORMATION TECHNOLOGY

**Functional Description:**

This unit develops and maintains all information systems. Activities include:

- Maintains Data Information Management System DIMS and Global Election Management System GEMS database systems
- Procure and manage tabulation systems
- Develop new tracking and accountability systems
- Maintain websites

**Staffing:**

Currently 7 persons provide technology support to the division. One additional persons are anticipated within 10 years.

**Special Procedures:**

Research and beta test replacement technologies.

**Operating Times:**

Official business hours are from 8:30 a.m. to 4:30 p.m. However during peak election periods staff can be in the building from 6:00 a.m. to 10:00 p.m.

**Unique Facility Requirements:**

- High security 'transparent' GEMS Server room
- Computer technology lab for 2 persons
- Secure equipment storage

**Primary Adjacencies:**

No special adjacency



**Secondary Adjacencies:**

Roving support to all sections.

**Division Administration, Election Admin, Info Technology**

Function	Adjacency	Occup'ts	Equipment Requirements	Storage	Special Systems	Note	Estim. area
Division Admin	Election admin	10 person	Hard office w/ meeting for 6				1400 sf
Election Admin	Div Manager Info Techn	5 person	Superintendent's hard office w/ meeting for 6, 4 open workstations				985 sf
Info technology	Elect Admin	9 person	5 Open office workstations. Testing lab, maintenance bench	Utility shelving	Isolated GEMS server	Beta testing	1700 sf

**9.3.4 ELECTIONS OPERATIONS****Functional Description:**

This unit implements the daily operation of the elections process. Activities include:

- Candidate and measure filing
- Staffs public information counter service for customers conducting election related research
- Ballot design support and proofing
- Election notices & voters' pamphlet development, coordination and distribution
- Supplies and materials management for division
- Bilingual program coordination and outreach
- Voter registration outreach
- District/jurisdiction support for election processing and services
- Poll-worker hiring and training
- Poll place canvassing following election day
- Short term polling place 'Help desk' on election day.

**Staffing:**

Currently 21 persons staff the Elections Operations. Short term temporary staff ranges from 2-150 additional persons.

**Special Procedures:**

- Canvassing is a short term activity requiring 2-60 temporary staff
- Develop improved production methods
- Incorporate new statutory requirements into existing processes.
- Train part time and full time employees in production processes.

**Operating Times:**

Officially business hours are from 8:30am to 4:30pm. However during peak election periods staff can be in the building from 6:00am to 12:00pm. 16 hour operation 10 days prior to election, until 15 – 20 days following election day.

**Unique Facility Requirements:**

- Short term poll-worker Training classroom with computer stations
- Short term multi-purpose room for canvassing
- Public Information counter w/ waiting queue for 75

**Primary Adjacencies:**

Elections administration, Public Counter, GIS group, Mail Ballot Admin, Poll worker coordination.

**Secondary adjacencies:**

Training, Canvassing, phone bank, data entry

**9.3.5 VOTER SERVICES****Functional Description:**

This unit develops and maintains the Voter Registration process. They currently supervise data entry and Call center. Activities include:

- Voter registration rolls, including processing new voter registrations
- 'List maintenance' activities; inactivations, deletions, address changes, address forwarding, etc
- Voter registration customer services counter, list & data sales
- Absentee ballot-on-request counter
- Data entry/processing
- Call center (phone bank) staffing and training
- Provisional ballot processing, from polling places

**Staffing:**

Currently 16 persons staff the Voter registration section. Ten additional persons are anticipated within 10 years. Short term temporary staff will range from 15-215 additional persons.

**Special procedures:**

Absentee ballot on request services

**Operating Times:**

Official business hours are from 8:30 a.m. to 4:30 p.m. However during peak election periods staff can be in the building from 6:00 a.m. to 12:00 p.m.

**Unique Facility Requirements:**

- Call center for 40 stations and 20 short term stations
- Public Information counter.

**Primary Adjacencies:**

Elections administration, Public Counter, GIS group

**Secondary adjacencies:**

Election Operations, Canvassing, phone bank, data entry

**9.3.6 GEOGRAPHIC INFORMATION SERVICES (GIS)****Functional description**

This unit develops and maintains geographic information that describe jurisdictional boundaries. They also support Voter registration services and respond to public counter requests. Activities include:

- Mapping of official precinct boundary lines.
- Updating County GIS database
- Mapping all other public jurisdictions/districts (council districts, school districts, cities, and multiple junior and special purpose districts) physically located within the boundaries of King County.
- Official redistricting implementation based on national census, voter based initiatives districts and annexations to existing ones.
- GIS map sales

**Staffing**

Currently 4 persons staff the GIS section. No additional persons are anticipated within 10 years. Short term temporary staff ranges from 1-4 special projects staff.

**Special procedures**

Special projects

**Operating times**

Official business hours are from 8:30am to 4:30pm. However during peak election periods staff can be in the building from 6:00am to 10:00pm

**Unique facility requirements**

This unit is space intensive relative to staff count due to its mapping and graphic production activities and equipment needs.

Provide flex space to adapt to special projects

**Primary adjacencies**

Voter services,

**Secondary adjacencies**

Election Administration, Election Operations Public Counter

**Elections Operations, Voter Services and GIS**

Function	Adjacency	Occupants	Equipment Requirements	Storage	Special Systems	Note	Estim. area
Elect Operations	Public counter	7 persons	6-Open office workstations	file cabs shelv'		supervisor hard office	1600 sf
Voter Pamphlet	Elect Ops	8 Persons	Layout graphic design				915
Poll-worker coordination	Training	14 person	14 Open office workstations				1740 sf
Canvassing	Loading area	58 person	55 sorting tables, 5 canvass carts, 4 computer stations	20 carts		Mult purpose space	2300 sf
Provis'l ballot processing	Canvassing Call center	100 person	70 workstations	10 carts		Concurrent w/ canvass	4000 sf
Training	Provisional ballot processing	60 person	30 computer stations 30 process tables	A/V equip	'Classroom' and 'studio' configuration	Mult purpose spaces	2100 sf
GIS	Voter service	4 person	4 workstations, 2 Map tables and 2 flat files		High speed data transfer		1200 sf
Voter Services	Public Counter, GIS	42 person	30 workstations			Superv hard office	3950 sf
Call Center	Provis'l ballot process	40 person	40 computer sta. w/ phones				2000 sf
Data Entry	Call center & voter service	4 persons	4 computer stations	1 cart staging			260 sf
Public Counter	Voter service Elect ops	6 staff 75 public	6 multi purpose service 'stations' ADA accessible	forms	Ballot printers, map printer, way finding	Waiting for 75 persons	600 sf
Secure storage	Canvassing	N/A	26 'canvassing' carts,		Utility shelving	'sealed' area	620 sf
Office storage	Central		File cabs, materials org'zn		Containerized bulk		825 sf

### 9.3.7 BALLOT PROCESSING AND REPORTING

#### **Functional description**

This section distributes, receives and processes polling place data chips and mail ballots. Activities include:

- Preparation of ballots from the initial design phase through the printing and distribution process.
- Supervises Election Distribution Center
- Supervises Mail Ballot processing.
- Final tabulation of votes and related reports associated with each election, using both the Global Election Management System software (tabulation software) as well as the Data Information Management System software.
- Refer to 'Operations Plan' MBOS section, for description of activities correlating to attachment A

#### **Staffing**

Currently 8 FTE staff the Ballot processing unit. Short term temporary staff will range from 40-405 additional persons.

#### **Special procedures**

- High volume Bulk Ballot printing and mailing contracted to private vendor
- Security of inbound ballots
- Accountability of process; envelopes, ballots, staff
- Public observers at controlled positions

#### **Operating times**

Official business hours are from 8:30 a.m. to 4:30 p.m. However during peak election periods staff can be in the building 24 hours.

#### **Unique facility requirements**

- High volume inbound activities are concentrated in a period 10 days before and 10 days after an election.
- Security of building perimeter.
- Adaptive power infrastructure and furnishings
- 10' ceiling clearance and fork lift accessibility.
- Loading area for large mail vehicles and polling place delivery
- Public observers at controlled positions
- Staff break rooms for 85 persons. Lockers for 200

#### **Primary adjacencies**

Elections Operations, Public observers, Staff break rooms

#### **Secondary adjacencies**

- GEMS server room,

**Ballot Processing & Reporting**

Function	adjacency	Occupants	Equipment Requirements	Storage	Special Systems	Note	Estim. area
Bulk Ballot Mailing	Loading	2	High speed mail processor w/ data tracking	10 carts			2700 sf
Loading area	Ballot vault	6 person 2 vehicle	Adjustable dock. Pallet jacks. Cart ramps. telephone	6 cart staging	Security cameras	Weather protected	400 sf
Mail Sorting	Loading & Vault	6 persons	High speed mail processor w/ data tracking	16 cart staging			5000 sf
Verification reconciliation	Ballot vault Loading	118 person	110 computer stations, WANDA Supervisor's workstation.	5 Cart staging			4500 sf
Manual Batching	Verification	Included in verification	6 stations - 6' table and chair	1 cart staging			Incl in 4500
Opening	Ballot vault Duplication area	151 person	144 opening stations 6' table and chair ea station, Supervisor's work station w/ adjacent Data Entry station.	4 cart staging	4 Envelope splitting machines. 8x8 stations.		11,000 sf
Q.C./sealing station	Opening	Incl in opening	1 QC table per 19 opening stations				Incl in 9000
Duplication	Opening	40 staff person 40 observer	20 stations; 2-6' tables 4 chairs ea station				1800 sf
Ballot Vault	Central	4 person	Mail cart staging for 200 carts, 2 way traffic ea section	Wire shelving	Hard flooring, adjustable partitioning for 3 areas.	'sealed area'	3400 sf
Tabulation	Ballot vault GEMS server	42 person	40 tabulating stations – 6' table & chair. Equipment maintenance bench - 3-6' tables w/ compr air.	4 cart staging	New high speed scanners w/ ballot feeders. Power & data to each machine.		3100 sf
Administration	Central	4 person	1 hard office and 3 supervisor stations. Computers and phones			Incl. superv sta. above	700 sf
Observation	Integrated into process areas	40 person	Observer areas distributed throughout		Visually 'Open' equipment and furnishings		990 sf

			processing areas. Seating for 2 per station				
Support areas	Remote from production floor	2 persons	Copier, food service, break area for 85, 200 lockers		3 MW 4 refer, 2 sinks		2000 sf
Storage	Central	NA	12' pallet racks; all process supply		Fork lift		1600 sf

### 9.3.8 ELECTIONS DISTRIBUTION CENTER (EDC)

#### Functional description

This unit stores, maintains and distributes polling place supplies and equipment, to 540 polling places in Seattle and King County. Functions as distribution hub to 17 geographically disperse depot locations, Activities include:

- Storage of poll supplies, 'accu-vote', Disabled voting equipment and ballot boxes
- Equipment Maintenance of all 'Accu-Vote' tabulation machines, including Dis-Abled Voting Equipment. (DAVE)
- Supply depot for 211 City of Seattle polling places.
- Ballot vault, Security of poll ballots following their return from the depots on election night.
- Retention of ballots and poll books following the certification of an election.
- Loading area for 1 ton Vans, trade vans and passenger vehicles

#### Staffing

Currently 4 persons staff the Elections distribution unit. No additional persons are anticipated within 10 years. Short term temporary staff will range from 4-50 additional persons.

#### Special procedures

Peak work activities are concentrated in a period 5 days before and 5 days after an election.

#### Operating times

Official business hours are from 8:30 a.m. to 4:30 p.m. However during peak election periods staff can be in the building from 6:00 a.m. to 1:00 a.m.

#### Unique facility requirements

- Security of building perimeter.
- Open staging area to assemble and coordinate polling supplies and ballots
- Adaptive power infrastructure.
- 16' ceiling clearance and fork lift accessibility.
- Loading areas for trucks and passenger vehicles

#### Primary adjacencies

'One way' vehicle pick-up drop off cue. 5 min access to freeways

#### Secondary adjacencies

Ballot processing

### 9.4 BUILDING TYPE CONSIDERATIONS

The Elections program goals create the following fundamentally specialized facility requirements:

- 200 –500 people 4-6 periods annually
- High volume flow of staff and sensitive mail
- Accommodate 50% to 100% increased capacity
- Ease of transportation access
- Adaptability of facility and infrastructure
- Transparency of facility; line-of-sight visibility
- Security of building and process flow
- Efficiency of space building systems and processes

#### 9.4.1 PROGRAM IMPLICATIONS

##### Adaptability

A readily adaptable environment dictates structural, mechanical, electrical and space planning systems that can be simply altered. The building structural system should be engineered for heavy loads, with a minimum of bearing walls and widely spaced column grid. The HVAC system must have reserve



capacity and not be concealed by interior construction. Simple high volume design or elaborate low volume design provides this adaptability. Electrical distribution should be exposed for access and possess reserve capacity. Interior partitions should be detachable and reusable, with vertical shafts and major circulation areas at the perimeter of the floor plate to minimize restrictions to space use.

### **Transparency**

Line of sight visibility provides low effort (low cost) viewing of the Elections process. An entirely open space plan allows a minimum number of viewing areas and segregation of observers from processing functions. Line of sight observation also enhances the security of the process while avoiding costs of an overly extensive surveillance system and its maintenance and training requirements.

### **Security**

The initial approach to spatial security will be to minimize the number of access and transfer points and to reduce the need to enter and exit the secured perimeter. This implies inclusion of all process and staff needs within the perimeter. Tracking of the processes and staff within the perimeter further enhances security. Movement between floors in enclosed conveyances creates additional security monitoring points. In order to minimize security costs all processes and staff should be contained on a single level.

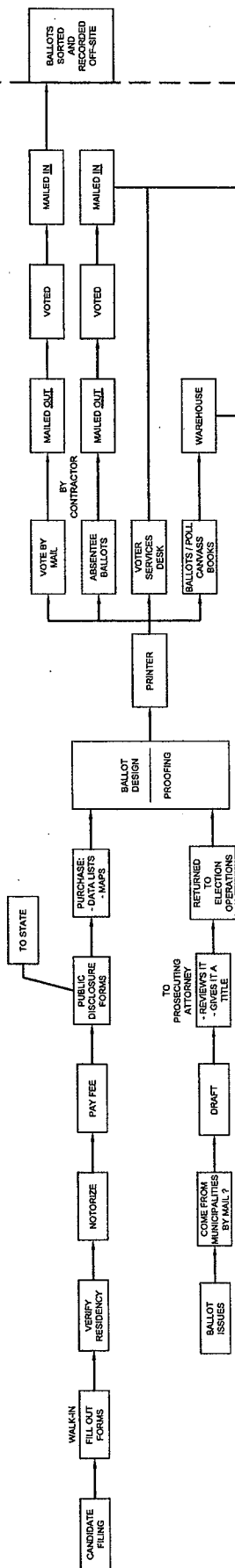
### **Efficiency**

In order to maximize efficiency of a today's linear labor based transfer system, closely related functions should be on one level. For Elections this includes numerous vehicle deliveries, staff flows and cart borne materials. Housing this process and future Elections technologies with readily adaptable space and building systems, will reduce encumbrances to future efficiency.

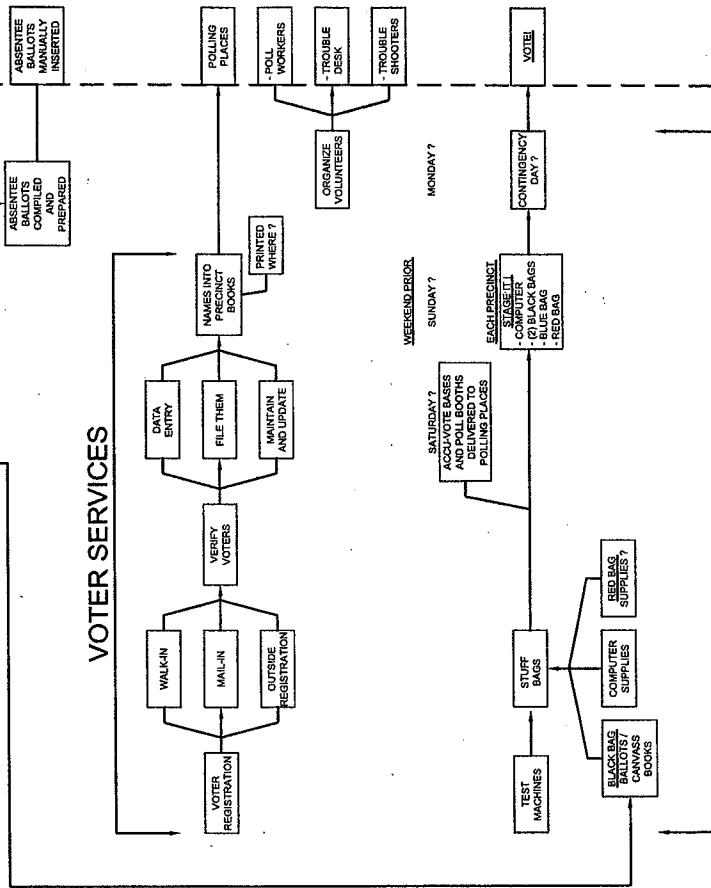
Manufacturing and warehouse facilities typically incorporate the attributes above at a minimum cost. Floors carry high loads with very open column grids. HVAC systems are exposed with high capacity zones. Shafts and bearing walls are placed at perimeter if at all existent. New ballot processing facilities in Clark and Pierce counties, Oregon, California, Arizona and Florida all utilize one level manufacturing or warehouse building types.

# ELECTION OPERATIONS

# PRINTING CONTRACTOR

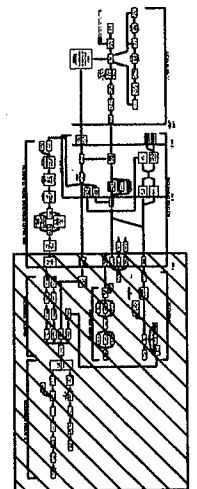


# VOTER SERVICES

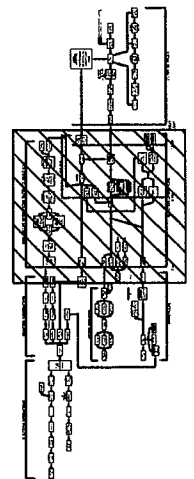


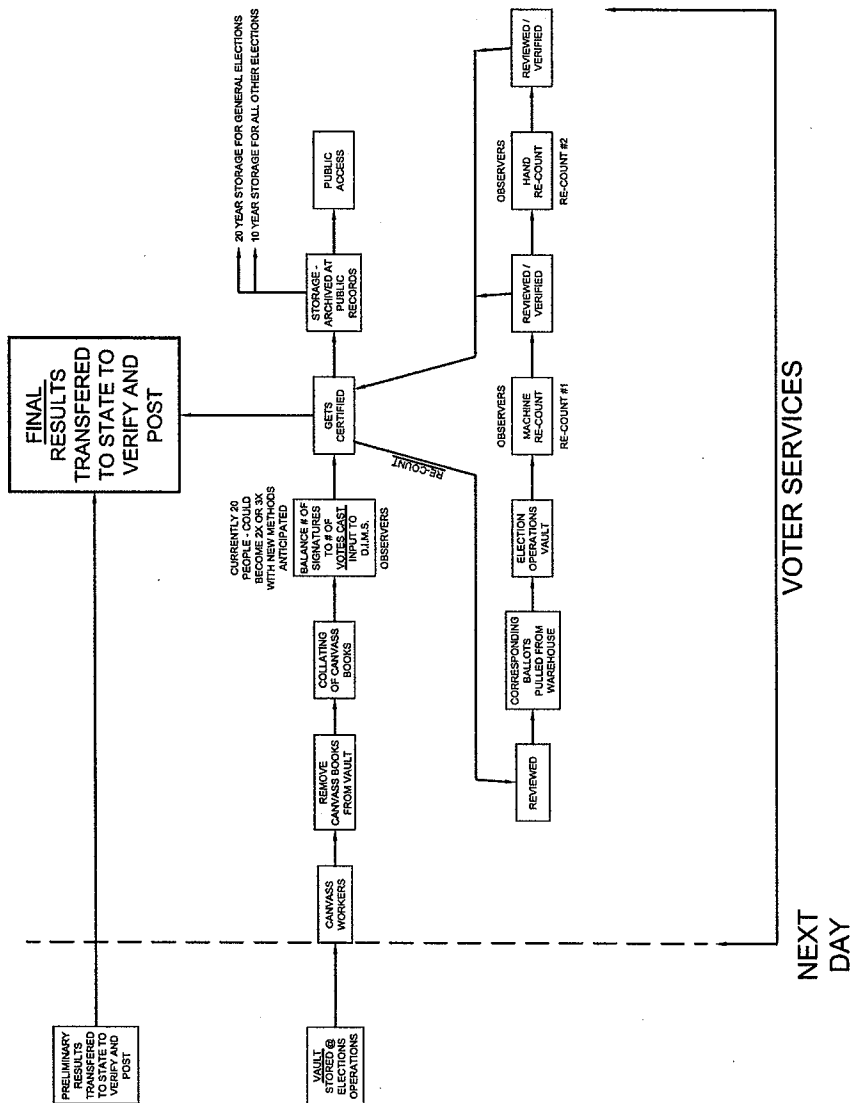
7 AM

# PRE-ELECTION DAY ACTIVITIES



# ELECTION DAY ACTIVITIES





# POST-ELECTION DAY ACTIVITIES

